



# CRETE PUBLIC LIBRARY DISTRICT

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1177 N. Main St. | Crete, IL 60417 | 708.672.8017

## **BOARD OF TRUSTEES MEETING**

**September 20<sup>th</sup>, 2023 – 6:30 P.M.**

### **MEETING AGENDA**

#### **1. CALL TO ORDER**

#### **2. INTRODUCTION OF GUESTS**

#### **3. APPROVAL OF MINUTES**

- a. Regular Board Meeting – August 16<sup>th</sup>, 2023
- b. Special Board Meeting – August 28<sup>th</sup>, 2023

#### **4. CORRESPONDENCE**

#### **5. FINANCE**

- a. Approval of bills for payment (action item)
- b. Approval of Finance Report (action item)

#### **6. BUILDING AND GROUNDS REPORT**

#### **7. REPORTS**

- a. Staff reports
- b. Community outreach report
- c. Friends of the Crete Public Library report

#### **8. OLD BUSINESS**

- a. Outdoor pavilion and garden update
- b. StoryWalk update and tentative ribbon-cutting date (Thursday, October 19<sup>th</sup>, 2023)
- c. Toast to Crete recap

#### **9. NEW BUSINESS**

- a. Health insurance information for 2024 (action item)
- b. Potential changes to website and online calendar
- c. Recent online threats made to Illinois libraries

#### **10. CLOSED SESSION**

For the purpose of appointment, employment, compensation, discipline, performance, or dismissal of specific personnel (5 ILCS 120/2c1).

#### **11. ADJOURNMENT**

To Wednesday, October 18<sup>th</sup>, 2023 at 6:30pm for regularly scheduled meeting



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**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
September 20, 2023**

- I. Call to Order: Meeting called to order by President Van Zyl at 6:30 p.m. Those in attendance: President Van Zyl, trustees, Boehner, Brennan, McKethen, Monks, Oliver & Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl & Bus. Mgr. Bonfiglio.
- II. Introduction of Guests: There were no guests.
- III. Approval of Minutes:
  - A. Regular Board Meeting – August 16, 2023: Motion to approve minutes of regular board meeting August 16, 2023 by Boehner, second by Monks. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
  - B. Special Board Meeting – August 28, 2023: Motion to approve minutes of special board meeting August 28, 2023 by Monks, second by Oliver. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Finance:
  - A. Approval of bills for payment: There were two additional bills. Jimboo's Catering in the amount of \$528.00 for the senior luncheon and one to Tuff Shed in the amount of \$9024.50 for the Community Garden project shed. Motion to approve all bills as presented for payment by Boehner, second by Williams. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
  - B. Approval of Financial Report: The board would like to add what percentage of the fiscal year the report covers. This would make it easier to determine if the income/expenses are on track. Motion to approve financial report for August 30, 2023 by McKethen, second by Monks. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- VI. Building & Grounds Report: The painting is almost complete. The bathrooms and meeting rooms are finished but the outdoor columns still need the final coat of paint. The library has purchased a carpet cleaner and a pressure washer for routine cleaning tasks.
- VII. Reports:
  - A. Staff Reports: The new statistical reports have highlighted different information in the past few months. If the board would like to see any particular stats they will need to let us know.
  - B. Community Outreach Report: Restoration of the building for the Historical Society is still underway. It will take several more years to complete.

- C. Friends of the Crete Public Library Report: The selection of officers was tabled until next month. The Friends will have a book sale in the Spring.

VIII. Old Business:

- A. Outdoor Pavilion and Garden Update: The concrete for the shed has been poured. Director Sieffert reported that the project is progressing and should have no issues finishing on time.
- B. StoryWalk Update and Tentative Ribbon-Cutting Date: The date is tentatively set for October 19<sup>th</sup>. The time has not been set.
- C. Toast to Crete Recap: It was once again a good opportunity to network with other members of the community.

IX. New Business:

- A. Health Insurance Information for 2024: Director Sieffert reported that the health insurance would increase significantly in 2024. He met with another insurance broker and the quotes came back with similar prices. In previous years the library has paid for the lowest health insurance plan, which is the HSA. The library has also contributed \$75.00 per month towards the employees HSA account to help offset the high deductible. Eligible employees can opt for a different health plan and pay the difference. Motion to continue to pay the lowest cost health insurance plan with a \$75.00 per month contribution by Williams, second by Oliver. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- B. Potential Changes to Website and Online Calendar: The library was recently informed that the company that runs the software for the online calendar will no longer offer the calendar. The library is in the process of finding a replacement. They are also looking into a package that would run our website and integrate the calendar.
- C. Recent Online Threats made to Illinois Libraries: Several bomb threats have been sent via online chat features to Illinois libraries. Our staff have been notified of the matter and have been instructed on what to do if a threat is received. The local police are also aware of the issue.

X. Closed Session:

For the purpose of appointment, employment, compensation, discipline, performance, or dismissal of specific personnel (5 ILCS 120/2c 1): Motion to go into closed session by Brennan, second by Boehner. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None. The board went into closed session at 7:16 p.m. The board returned to regular session at 7:30 p.m.

XI. Adjournment:

To Wednesday, October 18, 2023 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:32 p.m. by Boehner, second by Williams.

Respectfully Submitted,  
Suzanne Oliver, Secretary



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**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF CLOSED SESSION MEETING  
September 20, 2023**

- I. Call to Order: Closed session meeting called to order by President Van Zyl at 7:16 p.m. Those in attendance: President Van Zyl, trustees: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Also, in attendance Executive Director Sieffert, Asst. Director Amschl & Bus. Mgr. Bonfiglio.
- II. Discussion: The library's full-time IT/reference Librarian has tendered her resignation. The position may be hard to fill and the library may choose to outsource the IT work.
- III. Adjournment: Motion to adjourn closed session at 7:30 p.m. by McKethen, second by Williams. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None. The board returned to regular session.

Respectfully Submitted,  
Suzanne Oliver, Secretary