



# CRETE PUBLIC LIBRARY DISTRICT

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

## **BOARD OF TRUSTEES MEETING September 18<sup>th</sup>, 2024 – 6:30 P.M. MEETING AGENDA**

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

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

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

Regular Board Meeting – August 21<sup>st</sup>, 2024

### **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
- d. Crete Creative Gallery report

### **8. OLD BUSINESS**

Peace pole update

### **9. NEW BUSINESS**

- a. Open Meetings Act training for Trustees
- b. Staffing update
- c. Crete Country Christmas fundraiser in lieu of Toast to Crete
- d. Health insurance information for 2025 (action item)
- e. Closing Friday, December 6<sup>th</sup> for annual staff in-service day (action item)
- f. Closing Monday, December 23<sup>rd</sup> and Monday, December 30<sup>th</sup> for the holidays (action item)

### **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 16<sup>th</sup>, 2024 at 6:30pm for regularly scheduled meeting



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**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF PUBLIC HEARING AND REGULAR MEETING  
September 18, 2024**

**I. Call to Order:**

Regular meeting called to order by President Van Zyl at 6:30 p.m. Those in attendance: President VanZyl, Trustees: Boehner, McKethen, Monks, Oliver & Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, & Business Manager VerHaar.

Absent: Trustee Brennan

**II. Introduction of Guests:**

There was one guest in attendance: Alice McBride of Park Forest, IL.

**III. Approval of Minutes:**

Regular Board Meeting – August 21, 2024: Motion to approve minutes of regular meeting – August 21, 2024 by McKethen, seconded by Oliver.

Motion passed.

Ayes: Boehner, McKethen, Monks, Oliver, Williams & Van Zyl.

Nays: None.

Absent: Brennan

**IV. Correspondence:**

No correspondence.

**V. Finance:**

- A. Approval of Bills for Payment: Motion to approve all bills as presented by Williams, seconded by Boehner.

Motion passed on voice vote.

Ayes: Boehner, McKethen, Monks, Oliver, Williams & Van Zyl.

Nays: None.

Absent: Brennan

- B. Approval of Finance Report: Motion to approve finance report by McKethen, seconded by Monks. Executive Director Sieffert clarified that the budget column on the combined funds report reflects projections for the entire year, while the monthly and FY to date figures represent year-to-date expenditures. Additionally, the high amount reported under general supplies is due to pending itemization of recent credit card charges.

Motion passed on voice vote.

Ayes: Boehner, McKethen, Monks, Oliver, Williams & VanZyl.

Nays: None.

Absent: Brennan.

## **VI. Building & Grounds Report:**

Executive Director Sieffert has arranged for Jennings Electric to update the emergency lights in the upstairs Youth Services office, installing new fixtures from Helsel-Jepperson. This upgrade is part of a ComEd incentive program aimed at improving energy efficiency with automatic lights, which would lower the annual electric bill. Additionally, Dave Gonzalez has power washed and sanded the pavilion and applied a seal coat product. Although there was evidence of a chemical reaction with the timber, this issue appears to have been resolved since the seal coat dried. Currently, 5 of the 12 lights in the pavilion are out, and a lighting contractor will be evaluating the situation; the LED lights are on a timer and covered by warranty.

## **VII. Reports:**

- A. Staff Reports:

Great as always. Everyone is keeping busy and Library programs are thriving.

- B. Community Outreach Report:

Executive Director Dave Sieffert serves as Crete Country Christmas' Secretary and the Library continues to host the Crete Country Christmas Meetings here. Crete Country Christmas has fundraised about \$17,000 so far and on October 15th, there will be a fundraiser at Smokey Joe's. This is great progress! The intergovernmental agreement has been updated to include new provisions for the Executive Board, making the Crete Area Chamber of Commerce responsible for insurance and alcohol sales, including dram shop insurance. This provides broad protection for all involved. It was mentioned that patrons continue to utilize our meeting room spaces. The board asked about the recent Township meeting. Executive Director Sieffert and Trustee Brennan were there. There's ongoing conversation about volunteers for the new building, and

the facility will remain closed until a sustainable funding model is established. Patience is key for this large venture. Lastly, it was noted that interlibrary loans continue to be on the rise.

C. Friends of the Crete Library Report:

The Friends of the Crete Library will have a meeting on Tuesday, September 24th. Their last meeting focused on the vision for the future of the organization. The Library Board and Executive Director Sieffert noted that there are usually more Library staff than Friends members attending the meetings. Since the majority of the Friends' revenue comes from book sales, which are primarily managed by Library staff, they expressed a desire for greater member involvement. The group is exploring ways to generate more energy and engagement within the organization. In anticipation of installing the Everbright Light Board, the budget for furniture was increased, but a generous donation has been received for this purpose.

D. Crete Creative Gallery Report:

There is a lot going on with the Crete Creative Gallery, so it will be included in the agenda moving forward. While the Crete Creative sculpture hasn't yet made its way to the Library, the concrete pad is poured and ready. There's a lot of excitement surrounding the upcoming exhibits, offering a fantastic opportunity for community engagement. With more people using the space, it's clear that this collaboration benefits both the Library and the gallery.

**VIII. Old Business:**

Peace Pole Update - The Library has decided to display the Peace Pole outside for the month of September in honor of International Peace Day, which was observed on September 21st. Additionally, there is a table upstairs featuring information about International Peace Day, encouraging patrons to engage with the theme of peace and its significance.

**IX. New Business:**

- A. Open Meetings Act training for Trustees - There is a slideshow with questions for trustees to complete and a link was included in the board packets. The board has agreed to have this training completed by the meeting on Oct. 16th.
- B. Staffing Update - The Patron Services Manager is retiring at the end of the year and the Library will be looking for her replacement in the near future.
- C. Health insurance information for 2025 - The Library's insurance management agency, LIMRiCC, has reviewed our health insurance options, negotiated rates, and decided to transition to Blue Cross Blue Shield in 2025. While there will be some increases in plan premiums—1.5% for the HMO, 11% for the \$750 PPO, 9% for the \$1500 PPO, and 7% for the HDHP/HSA plan—Executive Director Sieffert has proposed that the Library absorb these increases and also raise HSA contributions by \$200. Sieffert emphasized that while this would be a manageable cost for the Library, it could pose a challenge for

our staff. Sieffert explained that the Library is projected to be slightly under budget this year. However, if the board approves this proposal and staff insurance plans remain unchanged, the Library would exceed its budget by approximately \$3,500. Motion to approve an increase in HSA contributions and the absorption of the cost increase for medical insurance in 2025 by Monks, seconded by Oliver.

Motion passed on voice vote.

Ayes: Boehner, McKethen, Monks, Oliver, Williams & Van Zyl.

Nays: None.

Absent: Brennan.

- D. Closing Friday, December 6th for annual staff in-service day - Executive Director Sieffert announced that a guest speaker will present on customer service, emphasizing the importance of enhancing our service skills. Additionally, the Library of Illinois Risk Association (LIRA) will be visiting to remind staff of emergency procedures and conduct a walkthrough of the facility. There will also be staff-led presentations and some fun, team building activities. Motion to approve by Monks, seconded by Boehner.

Motion passed.

Ayes: Boehner, McKethen, Monks, Oliver, Williams & Van Zyl.

Nays: None.

Absent: Brennan.

- E. Closing Monday, December 23rd and Monday, December 30th for the holidays - Motion to approve by McKethen, seconded by Oliver.

Motion passed.

Ayes: Boehner, McKethen, Monks, Oliver, Williams & Van Zyl.

Nays: None.

Absent: Brennan.

**X. Closed Session:**

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

**XI. Adjournment:**

To Wednesday, October 16, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:29 p.m. by McKethen, seconded by Oliver.

Motion passed.

Ayes: Boehner, McKethen, Monks, Oliver, Williams & Van Zyl.

Nays: None.

Absent: Brennan.

Respectfully Submitted,  
Suzanne Oliver, Secretary