



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING October 16th, 2024 – 6:30 P.M. MEETING AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. APPROVAL OF MINUTES

Regular Board Meeting – September 18th, 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. Create Creative report

8. OLD BUSINESS

Trustee FOIA and OMA training

9. NEW BUSINESS

a. FY2025 draft levy ordinance (action item)

b. Resolution 23-04: Authorizing an IGA for Crete County Christmas (action item)

c. 2024 Crete Country Christmas Intergovernmental agreement (action item)

d. Community newsletter

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, November 20th, 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
October 16, 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, Brennan, Monks, Oliver, & Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, & Business Manager VerHaar.
Absent: Trustee McKethen

II. Introduction of Guests: There were two guests in attendance: Ray Mattox and a guest visited to present a collage he created in honor of the Library's history.

III. Approval of Minutes:

Regular Board Meeting – September 18, 2024: Motion to approve minutes of regular meeting – September 18, 2024 by Williams, seconded by Oliver.

Motion passed.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen

IV. Correspondence:

The library received two thank you letters: one from the Historical Society for sponsoring their golf outing, and another from Julie, one of the winners of a Kindle that was raffled off for Library Card Sign-up Month.

V. Finance:

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

Motion passed on voice vote.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

- B. Approval of Finance Report: Motion to approve finance report by Oliver, seconded by Monks .
Motion passed on voice vote.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

VI. Building & Grounds Report:

Director Sieffert has been working with Reichert Plumbing to resolve the toilet and water pressure issues. So far, many of the internal parts of the toilets have been replaced. Director Sieffert is also gathering quotes for a water softener. The Board discussed that one of the next major projects for the Library could potentially be the renovation of the bathrooms.

VII. Reports:

- A. Staff Reports:

President Van Zyl and her youngest child attended Pokémon STEAM night, and they both thought it was fun and exciting. The Board also noted that the "A" has been added to STEM to include art.

- B. Community Outreach report:

The fundraiser at Smokey Joe's for Crete Country Christmas was a success, raising approximately \$700. The Board commented on how cute the fundraising mugs for the Hot Cocoa Crawl are.

- C. Friends of the Crete Public Library report

After discussing the trajectory of the Friends, the Library emphasized the importance of community engagement and collaboration within the organization. They participated in the garage sale and collected tips from the craft swap, raising around \$700. The event was a fantastic use of Library space, drawing a large crowd for the Library's second annual participation in the Crete Community Garage Sale.

- D. Crete Creative report

The Crete Creative Gallery & School celebrated its 7th birthday this week! Looking ahead, the 8th annual community showcase is set for November 23rd. Lastly, the Art Market and opening reception for the next exhibit will take place on October 26th.

VIII. Old Business:

Trustee FOIA and OMA training– Most trustees have already completed the required FOIA and OMA training. President Van Zyl noted that, as of this meeting, the training link is currently down.

IX. New Business:

- A. FY2025 draft levy ordinance– Executive Director Sieffert mentioned that the Library's consultant provided valuable guidance on drafting this year's levy ordinance, ensuring compliance with regulations. Executive Director Sieffert confirmed that the Library's levy is set under 5% increase, which will not require publication of a black border legal notice or public hearing. Motion to approve FY2025 draft levy ordinance by Monks, seconded Williams. Motion passed on voice vote.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.
Nays: None.
Absent: McKethen.
- B. Resolution 24-04: Authorizing an IGA for Crete Country Christmas– Executive Director Sieffert explained that the purpose of this intergovernmental agreement is to ensure that it is a sustainable event going forward. There will be clear procedure manuals and lists of responsibilities for all involved. The biggest change for the Library will be that it will be additionally insured by the Chamber. Motion to approve 2024 Crete Country Christmas Intergovernmental agreement– by Oliver, second by Boehner.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.
Nays: None.
Absent: McKethen.
- C. Community newsletter– A marketing group for the taxing districts of Crete was established to discuss collaboration efforts. The group proposed launching a community newsletter which will begin in 2025. This will be separate from the Library's established newsletter. This new community newsletter will be a quarterly publication that will be mailed to all Crete and Crete Township residents, with the library having a dedicated page. The costs will be shared among the taxing districts, and a subgroup is working to ensure the newsletter has a cohesive design and tone.

X. Closed Session:

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

XI. Adjournment:

To November 20, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:21 p.m. by Brennan, seconded by Monks.

Motion passed.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

Respectfully Submitted,

Suzanne Oliver, Secretary