



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

March 19th, 2025 – 6:30 P.M.

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

- a. Will County Executive Jennifer Bertino-Tarrant and presentation on Dolly Parton Imagination Library Project

3. APPROVAL OF MINUTES

- a. Regular Board Meeting – March 17th, 2025

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

8. OLD BUSINESS

- a. Update on RFP for 2025 strategic planning
- b. Update on Tridium HVAC control software installation
- c. April 1st, 2025 consolidated election update
- d. ATLAS CE opportunity: 10am-12pm, Saturday, May 17th, 2025, Orland Park Public Library – *Director, Trustee Relations*
- e. LACONI Trustee Banquet: 6pm, Friday, May 30th, Nineteenth Century Club in Oak Park

9. NEW BUSINESS

- a. Discussion of Wintrust investment accounts moving to LPL Financial

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, March 15th, 2023 at 6:30pm for regularly scheduled meeting.



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BOARD OF TRUSTEES MEETING

RESCHEDULED FROM MARCH 19TH, 2025 DUE TO WEATHER EMERGENCY

March 26th, 2025 – 6:30 P.M.

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS – *POSTPONED TENTATIVELY TO APRIL MEETING***
 - a. Will County Executive Jennifer Bertino-Tarrant and presentation on Dolly Parton Imagination Library Project
3. **APPROVAL OF MINUTES**
 - a. Regular Board Meeting – March 17th, 2025
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
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8. **OLD BUSINESS**
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**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF RESCHEDULED REGULAR MEETING
March 26th, 2025**

I. Call to Order:

Regular meeting called to order by Vice-President Williams at 6:35 p.m. Those in attendance: President ZanZyl (at 6:37pm), Vice-President Williams, Trustees Boehner, Brennan, Oliver, and Monks. Also in attendance: Executive Director Sieffert
Absent: Trustee McKethen

II. Introduction of Guests:

There were no guests

III. Approval of Minutes:

Regular Board Meeting – February 19th, 2025: Motion to approve minutes of regular meeting – February 19th, 2025 by Boehner, second by Oliver.

Motion passed.

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

Nays: None.

Absent: McKethen

IV. Correspondence:

Board received a letter, dated 2013, from a former Crete resident who wanted to inquire about receiving a refund for returned damaged materials, also 2013. No action was taken.

V. Finance:

- A. Motion to approve all bills as presented by Oliver, seconded by Boehner. Executive Director Sieffert discussed the potential financial implications of the recent Executive Order to defund the Institute of Museum and Library Services. While the district is currently in a good financial position, the order may have significant consequences for the Illinois State Library, RAILS, and SWAN. Sieffert will continue to keep the Board informed as more details become available.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen.

- B. Approval of Finance Report: Motion to approve finance report by Williams, second by Boehner. Motion passed on voice vote. Executive Director Sieffert noted that there was a mistake in categorizing one of the bills in the Adult Services Supplies account, which has since been corrected.

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

Nays: None.

Absent: McKethen

VI. Building & Grounds Report:

- A. Sieffert provided an update on the water softener, recently installed by Feil Water Treatment. Unfortunately, the Library is still experiencing reduced water pressure. Feil has been actively working to resolve the issue with assistance from Holy Cross Plumbing. The building is currently in bypass mode for the softener.
- B. Assistant Director Amschl arranged for window tinting in several areas of the Library, including the Board Room and administrative offices.
- C. JTP Landscaping completed work under the recently executed contract, including aerating the sod, overseeding, resetting the back patio pavers, installing a newly created garden bed, trimming trees, and performing other services.

VII. Reports:

- A. Staff Reports:

The Board made mention that they were impressed with all of the STEM/STEAM programming recently provided by the Youth Services Department.

B. Community Outreach Report:

Executive Director Sieffert presented the most recent edition of the Crete Community Newsletter, which is a joint effort by all of the taxing districts in Crete and Crete Township. The Board has been impressed with the project and is happy to see the districts working collaboratively in new ways to promote services and share important community news.

C. Friends of the Crete Public Library Report:

The group recently met and is working to find new ways to fundraise.

D. Crete Creative Art Gallery:

Trustee Brennan provided an update on the upcoming Miami exhibit, notable for being the first time since the tribe's split between Ohio and Oklahoma that members will come together for a joint project of this nature. This exhibit is expected to generate positive media coverage for both the gallery and the Library. Brennan also thanked the Library for assisting in the purchase of a new display case for the gallery.

VIII. Old Business:

- A. Update on RFP for Strategic Planning: Director Sieffert gave an update on the recent RFP for strategic planning services. The RFP was mailed to six different consultants for consideration. Proposals will be due before the April meeting and the Board will have a chance to review and discuss before making a decision on how to proceed with the strategic planning project.
- B. Update on HVAC Tridium control software project: The HVAC automation project has not yet begun. Building Automation Solutions, has visited and ordered the parts and pieces for the project. Once the materials have arrived, it should take about two weeks to get the new Tridium system installed and running.
- C. April 1st Consolidated Election: A general update was given about the April 1st consolidated election. The Library will have four open seats and has four candidates running, all current Trustees, on the ballot. After receiving a canvas of results, the Library will be able to swear in Trustees for their new term in May.
- D. Trustee CE Opportunities: Executive Director Sieffert issued a reminder of the two upcoming continuing educations events that are available for Trustees, including the ATLAS presentation on Trustee and Director relationships and the annual LACONI Trustee Banquet.

IX. New Business:

Wintrust Investment Accounts Moving to LPL Financial: Executive Director Sieffert informed Trustees that Wintrust is moving their online account access provider. Officers will soon receive an email which will require completion to activate the new online account access. Nothing else will change.

X. Closed Session:

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

XI. Adjournment:

To April 16th, 2025 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:16 p.m. by Boehner second by Williams.

Motion passed.

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

Nays: None.

Absent: McKethen.

Respectfully Submitted,

Suzanne Oliver, Secretary