



# CRETE PUBLIC LIBRARY DISTRICT

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

## **BOARD OF TRUSTEES MEETING**

**April 16<sup>th</sup>, 2025 – 6:30 P.M.**

### **MEETING AGENDA**

#### **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 26<sup>th</sup>, 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. April 1<sup>st</sup>, 2025 consolidated election review

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

- a. Discussion and consideration of updated Circulation policy (action item)
- b. Discussion and consideration of 2025-2026 salary budget (action item)
- c. Discussion and consideration of strategic planning proposals (action item)
- d. Discussion of 2025-2026 draft budget and revenue projections

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

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

## **11. ADJOURNMENT**

To May 21<sup>st</sup> at 6:30 P.M. for regularly scheduled meeting



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**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF PUBLIC HEARING AND REGULAR MEETING  
April 16th, 2025**

**I. Call to Order:**

Regular meeting called to order by President Van Zyl at 6:30pm. Those in attendance: President Van Zyl, Trustees: Boehner, Brennan, McKethen, Monks, and Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl and Business Manager VerHaar  
Absent: Trustee Oliver.

**II. Introduction of Guests:**

Will County Executive Jennifer Bertino-Tarrant gave a presentation on The Dolly Parton Imagination Library Project and answered some questions about the project. This project provides one book per month to children 0-5 years old, stressing the importance of early literacy. This project costs \$16 per child per year. It was mentioned that children who have their own library of books possess higher literacy levels, have a stronger vocabulary, and achieve greater educational success in their lifetimes compared to children with limited or no access to books.

Kerry Morgan and Somer Snow of the Friends of the Crete Public Library were present and received a big thank you for their generous donation to the Dolly Parton Imagination Library Project.

**III. Approval of Minutes:**

Rescheduled Board Meeting – March 26th, 2025: Motion to approve minutes of rescheduled meeting – March 26th, 2025 by Williams, second by Monks.

Motion passed.

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

Nays: None.

Absent: Oliver.

**IV. Correspondence:**

No correspondence.

**V. Finance:**

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

Motion passed on voice vote.

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

Nays: None.

Absent: Oliver.

- B. Approval of Finance Report: Motion to approve finance report by Boehner, second by Monks.

Motion passed on voice vote.

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

Nays: None.

Absent: Oliver.

**VI. Building & Grounds Report:**

The automation HVAC project started today. Executive Director Sieffert mentioned that during this process, the Library may be without air conditioning for about 6 hours one day. Director Sieffert and Assistant Director Amschl suggested to the plumber that the Water softener piping may be the issue and the plumbers agree. All are still working diligently on this continuing issue.

**VII. Reports:**

- A. Staff Reports: Thorough and impressive as always.
- B. Friends of the Crete Public Library report: A few members of the Friends visited today and were able to give the report. The Friends of the Crete Public Library are excited to see the Dolly Parton Imagination Library in Will County. There's a new member of the Friends who has started contributing with some great ideas.
- C. Crete Creative Art Gallery: The Gallery is gearing up for the big Miami Exhibit in May. People from all over the country will be here and the gallery is hoping to attract some media attention.

**VIII. Old Business:**

April 1st, 2025 consolidated election review: Congratulations to the reelected Board members who will be sworn in next month. President Van Zyl asked that any Board members that are interested in being elected officers let her know.

## **IX. New Business:**

- A. Discussion and considerations of updated circulation policy: Executive Director Sieffert emphasized the importance of increasing access for library patrons and suggested two ways the Library can support this goal: by raising the amount owed that results in a blocked library card, and by increasing the threshold for accounts being sent to collections. Currently, library cards are blocked when a patron owes \$10 in materials, and accounts with balances over \$25 are sent to collections after being overdue for 42 days. It was noted that staff make a courtesy call after 30 days to remind patrons to return overdue items. Assistant Director Amschl suggested that increasing both the blocked card limit and the collections threshold to \$50 would help reduce the number of patrons affected, allowing those with small balances or minimal lost materials to continue accessing library services. Executive Director Sieffert pointed out that limiting access over relatively small amounts goes against the mission of public libraries. It was also clarified that the Library pays a fee to use the collections service. Motion to approve the updated circulation policy by Boehner, second by Williams.

Motion passed on voice vote.

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

Nays: None.

Absent: Oliver.

- B. Discussion and consideration of 2025-2026 salary budget: Executive Director Sieffert asked that the Board approve the dollar amount for the increase in the 2025-2026 salary budget and there were no questions as this is pretty standard. Motion to approve the 2025-2026 salary budget by Monks second Boehner.

Motion passed on voice vote.

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

Nays: None.

Absent: Oliver.

- C. Discussion and consideration of strategic planning proposals: Executive Director Sieffert received 3 of the 6 strategic planning proposals back. Executive Director Sieffert made the informed decision to work with Fast Forward Libraries because they are local and have good references. This is a costly option but, as Treasurer Brennan noted, Crete Public Library is in good shape and needs very good council to get the Library to the next level. Executive Director Sieffert notes that other libraries pay about \$26,000 for this service. Sieffert is excited because this strategic plan provides him with clear, achievable goals. The result of this process will be a

nice, presentable, one page plan to give to the community. President Van Zyl mentioned that this is a core process that the Library has talked about for a long time. It was suggested that the Library start the process in late summer, when summer reading has ended. In order to maintain transparency, Treasurer Brennan suggested providing a physical and digital impact report to distribute to the public. Motion to choose Fast Forward Libraries for the 2025 strategic plan process by Brennan, second Boehner.

- D. Discussion of 2025-2026 draft budget and revenue projections: Executive Director Sieffert presented a simplified breakdown of the budget changes, including both percentage and dollar amount differences. A few new line items were introduced, such as Coffee Connections and license plate renewals. Sieffert emphasized that the focus of our license plate renewal offering is on providing convenience to the community rather than generating revenue. The adult programming budget has been increased, allowing Sarah Wegley, Dan, Asst. Director Tiffany Amschl, and their teams to better allocate resources and expand programming options.

**X. Closed Session:**

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

**XI. Adjournment:**

To May 21st, 2025 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:27pm by McKethen, second by Boehner.

Motion passed.

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

Nays: None.

Absent: Oliver.

Respectfully Submitted,

Suzanne Oliver, Secretary