



CRETE PUBLIC LIBRARY DISTRICT

Connect • Explore • Enjoy

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

BOARD OF TRUSTEES MEETING

June 18th, 2025 – 6:30 P.M.

MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board Meeting - May 15th, 2024
 - b. Closed Session – May 15th, 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
- 8. OLD BUSINESS**

Discussion and approval of FY 2024-2025 Director's Evaluation (action item – after closed session)
- 9. NEW BUSINESS**
 - a. Discussion and consideration of Ordinance No. 25-01 – Establishing Meetings Dates for the 2024-2025 Fiscal Year (action item)
 - b. Discussion and consideration of Ordinance No. 25-02 – Authorizing Public Library Non-Resident Cards for the 2024-2025 Fiscal Year (action item)
 - c. Discussion and consideration of Draft Ordinance No. 25-03 – Ordinance Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025 (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 July 16th at 6:30 P.M. for Budget and Appropriation Hearing and regularly scheduled meeting



CRETE PUBLIC LIBRARY DISTRICT

Connect • Explore • Enjoy

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

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF PUBLIC HEARING AND REGULAR MEETING
June 18th, 2025**

I. Call to Order:

Regular meeting called to order by President Williams at 6:30 p.m. Those in attendance: President Williams, Trustees: Boehner, Brennan, Monks and Oliver. Also in attendance: Executive Director Sieffert and Business Manager VerHaar.

Absent: Trustees McKethen and Van Zyl.

II. Introduction of Guests:

There were no guests.

III. Approval of Minutes:

- A. Regular Board Meeting – May 15th, 2025: Motion to approve minutes of regular meeting – May 15th, 2025 by Boehner, second by Oliver.

Motion passed.

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

Nays: None.

Absent: McKethen and Van Zyl.

- B. Closed Session – May 15th, 2025: Motion to approve minutes of closed session – May 15th, 2024 by Oliver, second by Monks.

Motion passed.

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

Nays: None.

Absent: McKethen and Van Zyl.

IV. Correspondence:

No correspondence.

V. Finance:

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

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen and Van Zyl.

- B. Approval of Finance Report: Motion to approve finance report by Monks, second by Oliver. The Library is finishing up the last few weeks of the fiscal year and doing exceptionally well. The Library can expect a few more invoices for the 2024-2025 fiscal year that will be adjusted to reflect the correct fiscal year. The Library is over budget in interest earned and has received more income from developer fees than in previous years.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen and Van Zyl.

VI. Building & Grounds Report:

Executive Director Sieffert noted that there isn't much to report here. The Library has started to think about updating the phone systems. With the current system, the Library occasionally runs out of available phone lines and the speaker quality could benefit from an upgrade. The Board briefly discussed the use of AI and automated phone systems. Executive Director Sieffert expressed the importance of the personability of staff members answering the phones and he has no desire to change that. Asst. Director Amschl worked to facilitate getting lightly used chairs from a Library that was getting rid of them.

VII. Reports:

- A. Staff reports:

Amazing, as always. The Board mentioned that someone from The Crete's Womans Club gave Zoe a special shout out for her amazing programs.

- B. Community Outreach report:

It's almost time for the Garden Walk! On another note, there has also been some discussion about organizing a Civic University, where local taxing districts would hold informational sessions to explain how tax dollars are being used responsibly.

- C. Friends of the Crete Public Library report:

Friends Member, Sommer Snow, put together some books that are beautifully wrapped and will be sold to raise funds for The Friends of the Crete Public Library.

- D. Crete Creative Gallery report:

Due to unforeseen circumstances, the anticipated show featuring a Chicago photographer is being changed and there may not be a reception for the new opening.

VIII. Old Business:

Discussion and approval of FY 2024-2025 Director's Evaluation: Motion to enter closed session to discuss Executive Director Sieffert's annual review at 6:55 p.m. by Brennan, second by Oliver.

Motion passed.

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

Nays: None.

Absent: McKethen and Van Zyl.

IX. New Business:

- A. Discussion and consideration of Ordinance No. 25-01 – Establishing Meeting Dates for the 2025-2026 Fiscal Year. Motion to approve Ordinance No. 25-01 by Monks, second by Boehner.

Motion passed.

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

Nays: None.

Absent: McKethen and Van Zyl.

- B. Discussion and consideration of Ordinance No. 25-02 – Authorizing Public Library Non-Resident Cards for the 2025-2026 Fiscal Year. Motion to approve Ordinance No. 25-02 by Oliver, second by Monks.

Motion passed.

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

Nays: None.

Absent: McKethen and Van Zyl.

- C. Discussion and consideration of Draft Ordinance No. 25-03 – Ordinance Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year beginning July 1st, 2025 and ending June 30th, 2026. Executive Director Sieffert clarified that the amount appropriated cannot be more than what The Library levies. Motion to approve Ordinance No. 25-03 by Brennan, second by Monks.

Motion passed.

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

Nays: None.

Absent: McKethen and Van Zyl.

X. Closed Session:

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1): The Board entered closed session to discuss Executive Director Sieffert's annual review. Motion to resume open session at 7:21 by Monks, second by Oliver. Motion to approve salary changes by Monks, second by Oliver.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen and Van Zyl.

XI. Adjournment:

To July 16th, 2025 at 6:30 p.m. for Budget and Appropriation Hearing and regularly scheduled meeting.

Motion to adjourn at 7:23 p.m. by Oliver, second by Brennan.

Motion passed.

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

Nays: None.

Absent: McKethen and Van Zyl.

Respectfully Submitted,

Suzanne Oliver, Secretary



CRETE PUBLIC LIBRARY DISTRICT

Connect • Explore • Enjoy

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

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF CLOSED SESSION MEETING
June 18th, 2025**

I. **Call to Order:**

Closed session meeting called to order by Brennan, second by Oliver at 6:55 p.m. Those in attendance: President Williams, Trustees: Boehner, Brennan, Monks and Oliver.

II. **Discussion:**

The Board reviewed the Executive Director's evaluation and discussed a salary increase. Executive Director Sieffert joined the meeting and was presented with his evaluation.

III. **Adjournment:**

Motion to adjourn closed session at 7:21 p.m. by Monks, second by Oliver.

Motion passed.

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

Nays: None.

The meeting returned to regular session.

Respectfully Submitted,

Suzanne Oliver, Secretary