CRETE PUBLIC LIBRARY DISTRICT
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BOARD OF TRUSTEES MEETING
August 20th, 2025 – 6:30 P.M.
MEETING AGENDA

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS**
3. **APPROVAL OF MINUTES**
   a. Regular Board Meeting - July 16th, 2025
   b. Special Board Meeting – August 1st, 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. Statistics – End of FY 2024/2025 Report
   c. Community outreach report
   d. Crete Creative Gallery
8. **OLD BUSINESS**
   a. Strategic planning update – Board Planning Workshop, Wednesday Sept. 10th, 6pm
9. **NEW BUSINESS**
   a. Discussion and consideration of FY 2024-2025 Secretary's Audit (action item)
   b. Discussion and consideration of annual FY 2024-2025 Treasurer's Report (action item)
   c. Discussion and consideration of proposal from Metropolitan flooring repair and kitchen updates Corp in the amount of $21,900 (action item)
   d. Discussion and consideration closing Wednesday, September 10th (1-5pm) for strategic planning sessions (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 September 17th at 6:30 P.M. for regularly scheduled meeting

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BOARD OF TRUSTEES

MINUTES OF PUBLIC HEARING AND REGULAR MEETING

August 20th, 2025

I. **Call to Order:**

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

Absent: Trustee McKethen.

II. **Introduction of Guests**:

Cetta Smart visited to represent The Non-Violent City Projects - Joliet Committee to bring her ideas for the book display to educate the community on the International Day of Peace.

III. **Approval of Minutes:**

A. Regular Board Meeting – July 16th, 2025: Motion to approve minutes of regular meeting – July 16th, 2025 by Monks, second by Oliver.

Motion passed.

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

Nays: None.

Absent: McKethen.

B. Special Board Meeting – August 1st, 2025 Motion to approve minutes of closed session – August 1st, 2025, by Boehner, second by Van Zyl.

Motion passed.

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

Nays: None.

Absent: McKethen.

IV. **Correspondence:**

The Library received a thank you letter for supporting The Dolly Parton Imagination Library. The Library also received an invitation to The 175th Crete Township Anniversary Celebration.

V. **Finance:**

A. Approval of Bills for Payment: Motion to approve all bills as presented by Boehner, second by Monks. 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 Monks, second by Boehner. The Library has used 17% of the budget this fiscal year. Executive Director Sieffert noted that the furniture expense line item stands out because the Youth Services Department is replacing their furniture. Developer fees remain high. Executive Director Sieffert explained to The Board that it is difficult to project how many new builds or additions will generate payments to the Library; last fiscal year was particularly strong for developer fees. The Library received the per capita grant for the previous year in August 2025. Executive Director Sieffert informed The Board that the Library receives nearly 90% of its property tax income early in the current fiscal year and late in the previous one.

   Motion passed on voice vote.

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

   Nays: None.

   Absent: McKethen.

VI. Building & Grounds Report:

Executive Director Sieffert reported that the new phone system will be installed soon. The system will feature unlimited phone lines, ensuring that patrons do not encounter busy signals regardless of call volume, as well as direct lines to employee phones. Sieffert emphasized that it is a top priority for patrons to receive customer service directly from staff rather than through automated phone services.

VII. Reports:

A. Staff reports:

   The Board noted that the staff reports are fantastic as always.

B. Statistics - End of FY 2024-2025 Report:

   Assistant Director Amschl reported that a large portion of statistics are up, most notably the door count and internet usage. Physical collection use is slightly lower than in previous years. A formal report will be presented next month.

C. Community Outreach Report:

   Trustee Boehner had an opening for an art display at Orland Park Public Library; the Board noted how lovely the Orland Park Library is. The upcoming Park Forest Festival and the Festival of Arts through Nature were discussed briefly. Planning for the 175th Anniversary of The Crete Township’s celebration is underway. The Library will sponsor a craft and Executive Director Sieffert is working to create a loop of videos from The Crete timecapsule.

D. Crete Creative Gallery Report:

Crete Creative will be sponsoring a new art show that will feature art of Crete. The Gallery received a $5,000 grant from The Community Foundation of Will County. Trustee Brennan explained that some Board changes are taking place within the gallery. The feline splendor exhibit is up and the opening is this Saturday.

VIII. Old Business:

Strategic planning update - Board Planning Workshop, Wednesday September 10th, 6 p.m. This is the next step in the strategic planning process. The learning report will be available early next week, and Executive Director Sieffert explained that, though it is long, it is fairly easy to read and digest.

IX. New Business:

A. Discussion and consideration of FY 2024-2025 Secretary's Audit approved by Oliver, second by Monks.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: McKethen.

B. Discussion and consideration of annual FY 2024-2025 Treasurer's Report approved by Oliver, second by Van Zyl.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: McKethen.

C. Discussion and consideration of proposal from Metropolitan Flooring Repair and Kitchen Updates Corp in the amount of $21,900. Executive Director Sieffert informed The Board that the floor in the kitchen/staff lounge is laminate that is glued down and it is buckled, peeling, and difficult to keep clean. The cost for this project also includes updating the kitchenette in the large meeting room that is original to the building. Motion to approve proposal from Metropolitan Flooring Repair and Kitchen Updates Corp in the amount of $21,900 by Boehner second by Monks.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: McKethen.

D. Discussion and consideration of closing Wednesday, September 10th (1-5 p.m.) for strategic planning sessions approved by Oliver, second by Van Zyl.
Motion passed.

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

Nays: None.

Absent: McKethen.

X. Closed Session:

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

XI. Adjournment:

To September 17th at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:12 p.m. by Boehner, second by Brennan.

Motion passed.

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

Nays: None.

Absent: McKethen.

Respectfully Submitted,

Suzanne Oliver, Secretary