CRETE PUBLIC LIBRARY DISTRICT
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BOARD OF TRUSTEES MEETING
September 17th, 2025 – 6:30 P.M.
MEETING AGENDA

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS**
3. **APPROVAL OF MINUTES**
    a. Regular Board Meeting – August 20st, 2025
    b. Special Board Meeting – September 10th, 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 Gallery report
8. **OLD BUSINESS**
    a. Update and discussion on 2025 strategic planning process
    b. Discussion of annual statistical report
9. **NEW BUSINESS**
    a. Discussion and consideration of health insurance information for 2026 (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 Wednesday, October 15th, 2025 at 6:30pm for regularly scheduled meeting

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BOARD OF TRUSTEES

MINUTES OF PUBLIC HEARING AND REGULAR MEETING

September 17th, 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, Oliver, and Van Zyl. Absent: McKethen. Also in attendance: Executive Director Sieffert Asst. Director Amschl, and Marketing Coordinator Elise Tarrant.

II. Introduction of Guests:

Somer Snow from the Friends of the Library was present and introduced herself.

III. Approval of Minutes:

A. Regular Board Meeting – August 20, 2025: Motion to approve minutes of regular meeting minutes by Boehner, second by Oliver.
Motion passed.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.
Nays: None
Absent: McKethen

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, Van Zyl, and Williams.

   Nays: None

   Absent: McKethen

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

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

   Nays: None

   Absent: McKethen

VI. Building & Grounds Report:

A. Director Sieffert reported that there have been no unexpected buildings or grounds issues over the last month. He has also been in touch with Metropolitian Corp to finalize the details of the flooring and kitchen work that the Board approved in August. Materials have been ordered and the project should begin within the next couple of weeks. Once started, the project should not take more than a week to complete.

VII. Reports:

A. Staff Reports:
   i. Trustees remarked that enjoyed reading the reports and are always impressed by the scope of the programs and projects that staff are working on.
B. Friend of the Library report:
   i. Somer Snow discussed some of the ongoing projects that the Friends have been working on, including the recent Book a Blind Date fundraiser which raised over $800 for the organization. Another upcoming project includes a gumball machine that for $1 will provide patrons with either a staff recommendation or a prize.
C. Community Outreach report:
   i. Director Sieffert discussed the Crete Township 175th anniversary event that was recently held. It was presented that there was great attendance and a lot of community support for the event. The Library was represented by several staff and had a good time engaging with the attendees and promoting Library programs and services.

D. Crete Creative Report:

   i. It was reported that the Feline Splendor exhibit was a lot of fun for the organization to put together and have been received very positively. It was also mentioned that the organization continues to partner with Jim Boehner to present a variety of arts opportunities for young people and the Crete homeschool community. Lastly it was presented that the next exhibit by David Robertson will put installed the first weekend in October, with an opening on Saturday, October 11th.

VIII. Old Business:

A. Update on the Strategic Planning Process – The Library's Strategic Plan is still being worked on in collaboration with consultants from Fast Forward Libraries. The Library was recently closed on September 10th for an all-staff meeting in which staff discussed the results from the community survey and focus groups. Later in the day, the Board held a special Board meeting to discuss these same results. The next step in the plan is that the consultant will put together a draft plan which will be presented at the November Board meeting for approval.

B. End of Year Statistics - Assistant Director Amschl presented the end of the FY 2-24-2025 statistical report. Highlights include over 120,000 physical items circulated, over 800 programs offered with an attendance of 15,748, and over 66,000 visits from patrons.

IX. New Business:

A. Discussion and Consideration of Health Insurance Information for 2026 – Director Sieffert presented the recent rate renewal from the Library's health insurance co-operative, LIMRiCC. This year, LIMRiCC is proposing a blended 14% increase for all offered plans. The Library has planned for this increase accordingly in the FY 2025-2026 working budget. Director Sieffert and Business Manager VerHaar will continue to explore other health insurance options for staff, including continued discussions Intergovernmental Personnel Benefit Cooperative.

   Motion: To approve the health insurance renewal presented by LIMRiCC, continuing the subsidize employee cost at the same percentage as previously established, and to increase the Library's annual contribution to employee HSA accounts from $1,100 to $1,300 by Monks.
   Seconded by Oliver.
   Motion passed on voice vote.
   Ayes: Boehner, Brenna, Monks, Oliver, VanZyl, & 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 October 15th, 2025 at 6:30 p.m. for Budget and Appropriation Hearing and scheduled meeting. Motion to adjourn at 7p.m. by Monks. Seconded by Boehner.

Ayes: Boehner, Brenna, Monks, Oliver, VanZyl, & Williams.

Nays: None.

Absent: McKethen

Respectfully Submitted,

Suzanne Oliver, Secretary