Crete Public Library
1177 N. Main St. | Crete, IL 60417 | 708-672-8017

BOARD OF TRUSTEES MEETING
July 15th, 2026 – 6:30 P.M.
MEETING AGENDA

1. **PUBLIC HEARING**
   a. Open public hearing
   b. Certification of Public Notices
      i. Board approved Tentative Budget and Appropriation – Wednesday, June 17th, 2026
      ii. Legal notice published in the local paper – Thursday, June 4th, 2026
   c. Presentation of Annual Budget and Appropriation – Ordinance No. 26-03
   d. Public comment
   e. Close public hearing
2. **CALL TO ORDER**
3. **INTRODUCTION OF GUESTS**
4. **APPROVAL OF MINUTES**
   a. Regular Board Meeting – June 17th, 2026
   b. Closed Meeting Minutes – June 17th, 2026
5. **CORRESPONDENCE**
6. **FINANCE**
   a. Approval of bills for payment (action item)
   b. Approval of Finance Report (action item)
7. **BUILDING AND GROUNDS REPORT**
8. **REPORTS**
   a. Staff reports
   b. Statistics
   c. Community outreach report
   d. Crete Creative report
9. **NEW BUSINESS**
   a. Discussion and consideration of Smoke Free Campus Policy (action item)

b. Ordinance No. 26-03 - Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026 (action item)
c. Product Architecture and master space planning

10. OLD BUSINESS

a. Update and discussion on 2025 strategic planning project

11. CLOSED SESSION

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

12. ADJOURNMENT

To Wednesday, August 19th, 2026 at 6:30pm for regularly scheduled meeting

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BOARD OF TRUSTEES MEETING
MINUTES OF PUBLIC HEARING AND REGULAR MEETING
July 15th, 2026 – 6:30 p.m.

I. **Public Hearing:**

A. Open Public Hearing opened by President Williams at 6:30 p.m. Those in attendance: President Williams, Trustees: Boehner, Brennan, Oliver, and Van Zyl. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, and Business Manager VerHaar.
Absent: Trustees Monks and Casserly.

B. Certification of Public Notices
   a. Board Approved Tentative Budget and Appropriation – Wednesday, June 17th, 2026
   b. Legal notice published in local paper – Thursday, June 4th, 2026

C. Presentation of Annual Budget and Appropriation – Ordinance No, 26-03

D. Public comment: No comment.

E. Close Public Hearing: Motion to close public hearing at 6:35 p.m. by Oliver, second by Van Zyl.

II. **Call to Order:**

Regular meeting called to order by President Williams at 6:36 p.m. Those in attendance: President Williams, Trustees: Boehner, Brennan, Oliver, and Van Zyl. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, and Business Manager VerHaar.

III. **Introduction of Guests**:

No guests.

IV. **Approval of Minutes:**

A. A. Regular Board Meeting: Motion to approve minutes of regular meeting – June 17th, 2026 by Oliver, second by Van Zyl.
Motion passed.
Ayes: Boehner, Brennan, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Monks & Casserly.

B. B. Closed Meeting Minutes: Motion to approve minutes of closed meeting – June 17th, 2026 by Boehner, second by Oliver.

Motion passed.

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

Nays: None.

Absent: Monks & Casserly.

V. Correspondence:

No correspondence.

VI. Finance:

Approval of Bills for Payment: Motion to approve all bills as presented by Van Zyl, second by Oliver. Executive Director Sieffert explained the work that was done by Jennings Electric. He also explained that the new vendor on the check listing, "Thrivent Funds," is a payment made to Thrivent Financial for employee's contributions to their 403(b).

Motion passed on voice vote.

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

Nays: None.

Absent: Monks & Casserly.

A. Approval of Finance Report: Motion to approve finance report by Van Zyl, second by Oliver. The Library is under budget by about $150,000 and has exceeded revenue projections. There will likely be a transfer to the Special Reserve fund soon.

Motion passed on voice vote.

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

Nays: None.

Absent: Monks & Casserly.

VII. Building & Grounds Report:

There are some projects happening right now. Painting with the new branded colors has begun. All Right Signs will be replacing the Marquee sign soon. The work on the Pavilion is completed. The community garden is doing wonderful! Patio furniture for the back patio has been purchased.

VIII. Reports:

A. Staff reports: Outstanding!
B. Statistics: Assistant Director Amschl explained that some things were down in May, which isn't unusual. Amschl noted that the Summer Reading Kick Off Party tends to raise some statistics. She also mentioned that she will update The Board with a Fiscal Year End statistics report next month.
C. Community Outreach report: There were about 140 tickets sold for the Garden Walk this year.
D. Crete Creative Art Gallery report: Crete Creative won an Outstanding Community Service Award from the Township. The new exhibit is a must see!

IX. New Business:

A. Discussion and consideration of Smoke Free Campus Policy: There has been some concern about smoking near the entrance, and the litter that comes with it. Motion to approve Smoke Free Campus Policy by Boehner, second by Williams.
Motion passed.
Ayes: Boehner, Brennan, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Monks & Casserly.

B. Ordinance No. 26-03 – Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1st, 2026 and Ending June 30th, 2027 Motion to approve by Oliver, second by Van Zyl.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Monks & Casserly.

C. Discussion and consideration of Product Architecture and master space planning proposal: Executive Director Sieffert met with Dan and Tiffany from Project Architecture. This company has worked and is working with other Libraries in the area. Sieffert explained that this will likely be a project that happens over the course of a few years rather than a large construction project. Motion to approve Product Architecture and master space planning proposal by Brennan, second by Van Zyl.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Monks & Casserly.

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 staffing concerns.
Motion to resume open session at 7:25 p.m. by Boehner, second by Van Zyl.
Motion passed.
Ayes: Boehner, Brennan, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Monks & Casserly.

XI. Adjournment:

To Wednesday, August 19th, 2026 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:26 p.m. by Brennan, second by Williams.

Motion passed.

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

Nays: None.

Absent: Monks & Casserly.

Respectfully Submitted,

Suzanne Oliver, Secretary

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CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF CLOSED SESSION MEETING
July 15th, 2026

I. **Call to Order:**

Closed session meeting called to order at 7:02 p.m. by Van Zyl, second by Oliver. Those in attendance: President Williams and Trustees Boehner, Brennan, Oliver, and Van Zyl. Also in attendance: Executive Director Sieffert, Assistant Director Amschl, and Business Manager VerHaar.

II. **Discussion:**

Executive Director Sieffert discussed some staffing and employment concerns with the Patron Services Department.

III. **Adjournment:**

Motion to adjourn closed session at 7:25 p.m. by Boehner, second by Van Zyl.

Motion passed.
Ayes: Boehner, Brennan, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Casserly & Monks.
The meeting returned to regular session.

Respectfully Submitted,
Suzanne Oliver, Secretary