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

BOARD OF TRUSTEES MEETING

October 21st, 2026 – 6:30 P.M.

MEETING AGENDA

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS**
3. **APPROVAL OF MINUTES**
    a. Regular Board Meeting – September 16th, 2026
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. Create Creative report
8. **OLD BUSINESS**
    a. Update on Product Architecture Master Planning Project
    b. Discussion on April 2027 consolidated election
9. **NEW BUSINESS**
    a. Discussion and consideration of FY 2026 draft levy ordinance (action item)
    b. Discussion and consideration of revised Circulation and Bereavement Leave policies (action item)
    c. Marketing and Communications Coordinator position job posting and updates
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, November 18th, 2026 at 6:30pm for regularly scheduled meeting.

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BOARD OF TRUSTEES MEETING
MINUTES OF PUBLIC HEARING AND REGULAR MEETING
October 21st, 2026 – 6:30 p.m.

I. **Call to Order:**
Regular meeting called to order by at 6:30 p.m. by President Williams. Those in attendance: President Williams, Trustees: Boehner, Brennan, Casserly, Monks, and Van Zyl. Also in attendance: Executive Director Sieffert, Assistant Director Amschl, and Business Manager Culvahouse.
Absent: Trustee Oliver.

II. **Introduction of Guests**:
No Guests.

III. **Approval of Minutes:**
Regular Board Meeting – September 16th, 2026: Motion to approve minutes of regular meeting – September 16th, 2026 by Boehner, second by Monks.
Motion passed.
Ayes: Boehner, Brennan, Casserly, Monks, Van Zyl, and Williams.
Nays: None.
Absent: Oliver.

IV. **Correspondence:**
The Library received “thank you" letters from Will County and the School District.

V. **Finance:**

A. Approval of Bills for Payment: Motion to approve all bills as presented by Casserly, second by Monks.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Casserly, Monks, Van Zyl, and Williams.
Nays: None.
Absent: Oliver.

B. Approval of Finance Report: Everything looks good! It was noted that the credit card bill has not yet been categorized. Motion to approve finance report by Van Zyl, second by Williams.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Casserly, Monks, Van Zyl, and Williams.
Nays: None.

Absent: Oliver.

VI. Building & Grounds Report:

There was a noise coming from the elevator, so it's being worked on.

VII. Reports:

A. Staff reports: Staff reports look good! The Board discussed Hunting & Fishing License's and License Plate Renewals.

B. Community Outreach report: The garden walk will be happening in July.

C. Friends of the Crete Public Library report: Nothing to report, there is a meeting next Tuesday.

D. Crete Creative Art Gallery report: It was noted that 4 of the pieces from this show have been sold already! The next show marks the 10th showcase!

VIII. Old Business:

A. Update on Product Architecture Master Planning Project: The Administrative team met with Dan and Tiffany from Product Architecture today. They will be here for the January meeting to discuss the plan and phasing with The Board.

B. Discussion on April 2027 consolidated election: There was a quick update and reminder about the election. Notary Publics at The Library can notarize the document when it is time.

IX. New Business:

A. Discussion and consideration of FY 2026 draft levy ordinance: Executive Director Sieffert presented the draft levy ordinance. There will be no need for a black border notice. Motion to approve FY 2026 draft levy ordinance by Boehner, second by Van Zyl.

Motion passed on voice vote.

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

Nays: None.

Absent: Oliver.

B. Discussion and consideration of revised Circulation and Bereavement Leave policies: The Board discussed ceasing the relationship with Unique and discontinuing the use of the collections agency. The Bereavement policy has been updated to reflect that all employees (part-time & full-time) are eligible to take up to 2 weeks of bereavement time. Motion to approve revised Circulation and Bereavement Leave policies by Monks, second by Van Zyl.

C. Marketing and Communications Coordinator position job posting and updates: Executive Director Sieffert and Assistant Director Amschl are conducting interviews.

X. Closed Session:

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

XI. Adjournment:

To Wednesday, November 18th, 2026 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:01 p.m. by Brennan, second by Monks.

Motion passed.

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

Nays: None.

Absent: Oliver.

Respectfully Submitted,

Suzanne Oliver, Secretary