



Meeting of the Board of Trustees

Caseyville Public Library District

August 14, 2024

1. Call to Order: The meeting was called to order at 5:59 p.m.
2. Roll Call: Jackie Keck, Katie Ekstrom, Mary Beth Reiniger, Jen Mauk, Dick Koblitz, Chris Bell, JoAnn Reiniger, and Terri Riutcel.
3. Swearing in of New Trustee: Terri Riutcel was sworn in as the newest trustee of the Caseyville Public Library. Terri was appointed to fill the vacant slot due to Lucy Skibinski's resignation. Aubrey Parker was in attendance to notarize the paperwork.
3. Approval of Minutes: A motion was made by Jen Mauk and seconded by Dick Koblitz to approve the minutes from the June 12, 2024 meeting with one correction. **Amendment: These minutes were amended at the August 14, 2024 meeting, to read: Katie Ekstrom made a motion to keep the closed meeting minutes closed. Mary Beth Reiniger seconded the motion. The motion passed unanimously. Jen Mauk made a motion to accept the amended minutes, Dick Koblitz seconded the motion. The motion passed unanimously.** The motion passed unanimously.
4. Public Forum:
 - a) Written Correspondence: Chris received a letter from State Representative Jay Hoffman regarding the Veterans Property Tax Relief Reimbursement Pilot Program that will provide relief to local units of government who lost revenue due to the Veterans with Disabilities Homestead Exemption. The library received a check in the amount of \$7,910.00
 - b) Audience Input: no audience.
5. Committee Reports:
 - a) Building Project: Dick attended the August 14th project meeting. Additional fiber cement panels are on order and will need to be installed before the roof coping can be completed. The new drop box has been ordered and will be here in 6-8 weeks. Holland is considering a re-do of the library entryway and the drop box will be installed when a decision has been made and the work completed. Security cameras have been installed (4 inside the building and 3 outside the building); however, a monitor is needed to access the imaging and Jackie will move this project along. Jackie has received a quote from Warning Lites of Southern Illinois for the purchase of the parking spot signs. Jackie will get back with James from Holland with additional questions.
 - b) Community:
 - i) Friends of the Library: The next meeting is scheduled for November 14, 2024 at the library. Currently there is \$3,531.45 in the treasury. A Book Sale has been scheduled for September 20th and 21st. Set-up for this event will begin on Wednesday, September 18th.
 - ii) Newsletter/Fundraising: Fundraising ideas are needed now that the new building is open.

- c) Strategy – nothing to report
 - d) Policy – Jen, Dick, and Joann will review the by-laws. We will hold off on committee assignments until after this review.
 - e) Finance:
 - i) Jen Mauk made a motion to accept the May Treasurer’s Report, Katie Ekstrom seconded this motion. The motion passed unanimously.
 - ii) FY24 Budget Draft – Mary Beth made a motion to accept the FY24 Budget, Terri Riutcel seconded this motion. The motion passed unanimously.
6. Director’s Report:
- a) Operation/Building Maintenance: School custodians are cleaning the library every other evening.
 - b) Human Resources, Meetings, and Trainings: Jackie attended the Director’s University at the end of July.
 - c) Upcoming Events, Projects, Grants:
 - i) The eResource statistics were included in Jackie’s email regarding this meeting. A decision has been made to discontinue our Heritage subscription. Jackie will find out if there are any reciprocal libraries that have this program that we can refer our patrons to.
 - ii) Jackie and Eleka are working out the class visit schedule and working on the checkout system.
 - iii) The ILA Annual Conference will be held October 8 – 10, 2024.
 - iv) Jackie will begin interviews for the two open part-time clerk positions.
7. Old Business: The director’s annual review is due this month. Jen will be completing this review with Jackie.
8. New Business:
- a) The list of Library Trustees will be filed with the Illinois State Library and St. Clair County Clerk [75 ILCS 16/30-40]. Terms for our current board are as follows; Mary Beth 2029, Chris 2029, Jen 2025, Dick 2025, Katie 2025, Joann was appointed and will have to run for election in April 2025, Terri was appointed and will have to run for election in April 2025. All board members who have terms expiring in 2025, as well as the slots that were appointed, have agreed to run for election in April.
 - b) Tentative Budget & Appropriation Ordinance [50 ILCS 330/30 and 75 ILCS 16/30-85]. This will be completed in September.
 - c) Jackie is working on the Secretary’s Audit [75 ILCS15/30-65] which is due September 1, 2024.
9. Adjournment: Katie Ekstrom made motion to adjourn our regular meeting at 7:22 p.m., Dick seconded the motion. The motion passed unanimously. The board immediately went into a closed session.
10. Closed Session – Jen made a motion to extend an offer to all full-time employees of a \$3K HRA. Terri Riutcel seconded the motion. The motion passed unanimously.
11. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, September 11, 2024 at 6:00 p.m.

12. Adjournment: A motion was made by Jen Mauk and seconded by Katie Ekstrom to adjourn the meeting at 7:33 p.m. This motion passed unanimously.