Meeting of the Board of Trustees

Caseyville Public Library District

October 14, 2026

1. Call to Order: The meeting was called to order at 6:00 p.m.

2: Roll Call: Mary Beth Reiniger, Chris Bell, Katie Ekstrom, Dick Koblitz, Terri Riutcel, Jen Mauk, and Jackie Keck. Joann Reiniger was excused.

3. Approval of Minutes (09/09/26): Terri had two questions regarding the minutes. The first concerned her offer to chair the 2027 Dine to Donate at Texas Roadhouse, Terri had thought that we would be using a different restaurant, but Chris confirmed that the fundraiser would be held at Texas Roadhouse again. The second concern was regarding the wording of 7(e) that "nothing" had been done on the Director's Annual Review, the wording was changed. A motion was made by Dick Koblitz and was seconded by Terri Riutcel to accept the minutes. The motion passed unanimously.

4. Public Forum:

a) Written Correspondence:

i) Jen has reviewed the correspondence regarding the Property Tax Appeal Board (Yogi Properties LLC). This appeal refers to the new Fill'er Up Travel Center (Truck Stop) located at 51 Tucker Drive in Caseyville. She has determined that it is not worth our time to object to the tax assessment and will respond to the letter.

ii) The Little Free Library at the Methodist Church, which was donated by the library, is in disrepair. Jackie will contact the church to see what they require from us. If it is irreparable, we can take it down, if they wish.

iii) Each of the board members received an invitation from Erica Harriss to join her for a Public Officials Appreciation Reception on Thursday, October 22.

b) Audience Input: No audience.

5. Committee Reports:

a) Community Fundraising (Chris Bell):

i) Friends of the Library (FOTL): The next meeting will be held on Thursday, November 12th at 6 p.m. The FOTL netted a profit of $203 at the St. Anne Craft & Vendor Fair which was held at St. Stephen Church on September 26th. One of our members has passed away, Theresa Koskie. The FOTL Book Club took up donations for the Caseyville Food Pantry in the amount of $155 and a Large Print copy of one of Jodi Picoult's books will be purchased in her honor. Jackie will put a bookplate in the front stating this.

ii) Newsletter/Fundraising: A survey is being prepared to help us plan what direction we need to take strategically. This will be included in an upcoming newsletter.

b) Strategy:

i) Jackie is working with the school district to obtain bricks for bordering the pollinator garden. Shades' sister is working on purchasing a tree in memoriam. We are hopeful to plant in the fall, if not; it will be postponed until spring. Mary Beth reminded Jackie that donations were made to the library at the funeral and that the tree should be purchased from these funds.

ii) Eleka and Ali are creating a collection analysis process to keep track of progress on our strategic plan and to keep us on schedule. They are creating a plan to assess local history materials.

iii) Ali has been trained on HotSpots and can now check and reset data. ADA compliance has been pushed back until April 2028.

iv) We are analyzing our current staff structure in order to obtain (and maintain) the ideal schedule. A rough draft of the Employee Handbook is in the works, alongside the Procedure Manual draft.

v) Jackie has monthly meetings with the Caseyville Elementary principal, Christine Pavlinek, enforcing the library matrix and its effectiveness. There have been some small issues but we are working them out.

c) Policy: Working on a procedure manual based off of our policies focusing on Personnel & Operations.

d) Finance (Jen Mauk):

i) Jen Mauk made a motion to accept the September Treasurer's Reports; Mary Beth Reiniger seconded the motion. The motion passed.

ii) The Annual Financial Report for FY26 was reviewed. This will be submitted with the Comptroller Report.

6. Director's Report:

a) Operation/Building Maintenance:

i) There have been no updates from Dr. Skertich or Holland regarding the exterior panels. Jackie spoke with Holland at the ILA conference and hopes to hear updates soon. Installation is tentatively planned for the Summer of 2027.

ii) A review of our insurance plan with Cook and Kocher Insurance Groups was held. The plan covers the library contents and workers' compensation. Jackie will compare this quote with our current broker.

b) Human Resources, Meetings, and Trainings:

i) Jackie attended the ILA annual conference October 5th – 8th. She worked with the Conference Planning Committee and represented the Caseyville Public Library. Jackie helped with planning and arranging specific events, which included the Silent Auction and Drag Bingo. She also tracked attendance, assisted and directed attendees, and networked with new and existing clients.

ii) Jackie is planning a Staff Institute Day for November 20th.

iii) Jackie was a guest speaker on Health Literacy and the Patient Perspective at Southern Illinois University's Medical Library on Thursday October 15th. The event was held via Zoom.

c) Upcoming Events, Projects, Grants:

i) The September Director's Report was reviewed.

ii) The October Newsletter was reviewed. See the newsletter for specific events and a schedule for October and November.

iii) The University of Illinois Extension will be offering a Clase de Cocina Saludable (Healthy Cooking Class) for 6 weeks beginning November 10th from 5 – 6 pm for adults 18+. The classes will be conducted in Spanish. Jackie is waiting for advertising from U of I.

iv) Faith in Action (FIA) will be taking a hiatus while they look for a new Aging Specialist.

v) The Kids Art Club will meet for the first time on Wednesday, October 21st at 2:30 pm. There are six children registered to attend.

vi) Additional October Events:

- Library Crawl (all month)
- Moon Wreath making for teens and adults on October 8th.
- Hallow-Teen on October 22nd.
- Trick-or-Treating on October 29th.

vii) The Winter Reading Challenge is in development.

7. Old Business:

a) Jen met with Jackie to go over the Director's Evaluation comments. Chris approves the agenda, so if there are any questions about the agenda, please get with Chris.

b) Jackie proposed two different Meeting Date schedules for 2027. The first has the Board recessed in the month of March, in addition to July and December. The other has recess months of April, July, and December. Jen Mauk made a motion to recess in March. Dick Koblitz seconded the motion. The motion was unanimously approved.

c) Katie Ekstrom made a motion to approve the Levy Ordinance 27-03. Mary Beth Reiniger seconded the motion. The motion was unanimously approved.

8. New Business: None.

9. Upcoming Meeting: The next regularly scheduled meeting will be held on Wednesday, January 13, 2027, at 6:00 p.m.

10. Adjournment: Katie Ekstrom made a motion to adjourn the meeting at 7:01 pm; Terri Riutcel seconded the motion. The motion passed unanimously.