



Meeting of the Board of Trustees

Caseyville Public Library District

September 11, 2024

1. Call to Order: The meeting was called to order at 6:14 p.m.
2. Roll Call: Jackie Keck, Katie Ekstrom, Mary Beth Reiniger, Jen Mauk, Dick Koblitz, Chris Bell, JoAnn Reiniger, and Terri Riutcel.
3. Approval of Minutes: A motion was made by Dick Koblitz and seconded by Joann Reiniger to approve the minutes from the August 14, 2024 meeting with corrections. **Amendment: These minutes were amended at the September 11, 2024 meeting, to read:**
 - 6. (e) (i). Jen Mauk made a motion to accept the end-of-the year financials and July's financial report.**
 - 11. Closed Session should have been included as separate minutes. This has been accomplished and will be sent out prior to the October Board Meeting.**

The numbering of the bullet points was incorrect, the number 3 was repeated. This has been corrected.

The motion passed unanimously.

4. Public Forum:
 - a) Written Correspondence:
 - i) Jackie received a letter from the Collinsville Area Community Foundation (CACF) inviting her to their Annual Breakfast on 09/27/24. The CACF works to enhance the quality of life for the communities of the Collinsville school district by promoting impartial, unbiased, and ethical philanthropy by bringing together people and resources for emerging school and community needs (taken verbatim from their website and Facebook page).
 - b) Audience Input: no audience.
5. Committee Reports:
 - a) Building Project: Dick attended the September 11th meeting, which was a Zoom meeting.
 - 1) The cement fiberboard project has been completed.
 - 2) The new drop box has not been ordered yet. Jackie will get with James, Holland Project Manager, to see when this will take place. The cost will be around \$8K which CUSD 10 will pay for.
 - 3) Library parking spot signs. Instead of ordering 11 signs, the library may order only one sign that will state that this parking lot is for Library Patrons only. A suggestion was to paint this on each spot also. More to come.

4) Holland lost 10 days of production in August and September and 64 ½ total so far.

b) Community:

i) Friends of the Library: The next meeting is scheduled for November 14, 2024 at 6 pm at the library. 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, nothing else to report.

c) Strategy – nothing to report

d) Policy – Jen discovered that the by-laws had been updated in 2019 but were never reviewed, voted on, and put in place. Jen sent out a Google doc on September 9, 2024 which was a first draft of the amended CPD bylaws. For clarification, our Director's position will be Library Director, not Executive Director. **(Amendment, 8/31/24?)**

e) Finance: Jen Mauk made a motion to accept the August Treasurer's Report, Joann Reiniger seconded this motion. The motion passed unanimously.

6. Director's Report:

a) Operation/Building Maintenance

i) King and Goldie, the library's fish, passed away

ii) The security monitor has been installed

b) Human Resources, Meetings, and Trainings: The ILA Annual Conference will be held October 8 – 10, 2024, Jackie will attend.

c) Upcoming Events, Projects, Grants:

i) Jackie reviewed the August 2024 Director's Report.

ii) Class visits are going well. Terri and Katie assisted one morning this week.

iii) Jackie will be making offers to two part-time clerks. There is a possibility that we will be hiring one more part-time clerk. More about this at the next meeting.

7. Old Business:

a) The director's annual review is due this month. This will be discussed in a closed session immediately following the adjournment of this meeting.

b) The list of Library Trustees was filed with the Illinois State Library and the St. Clair County Clerk on 09/09/24.

c) Ordinance 25-02, Annual Budget and Appropriation Ordinance for the fiscal year beginning the 1st day of July, 2024 and Ending the 30th day of June 2025 was reviewed. Katie Ekstrom made a motion to accept this document and it was seconded by Jen Mauk. Ordinance 25-02 was signed off on by the President, Chris Bell, and Secretary, Mary Beth Reiniger

d) The Secretary's audit was filed on 08/30/24.

8. New Business: Jen prepared and handed out election packets for each trustee running for election in April 2025.

9. Adjournment: Katie Ekstrom made a motion to adjourn our regular meeting at 7:25 p.m., Terri Riutcel seconded the motion. The motion passed unanimously. The board immediately went into a closed session.

10. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, October 9, 2024 at 6:00 p.m.