



Meeting of the Board of Trustees

Caseyville Public Library District

January 10, 2024

1. Call to Order: The meeting was called to order at 6:04 p.m.
 2. Roll Call: Jackie Keck, Chris Bell, Dick Koblitz, Katie Ekstrom, Lucy Skibinski, Mary Beth Reiniger, Jen Mauk. JoAnn Reiniger was excused.
 3. Approval of Minutes: A motion was made by Katie Ekstrom and seconded by Lucy Skibinski to approve the minutes from the November 8, 2023 meeting. The motion passed unanimously. A motion was made by Dick Koblitz and seconded by Katie Ekstrom to approve the minutes of the closed meeting from November 8, 2023. The motion passed unanimously.
 4. Public Forum:
 - a) Written Correspondence – Numerous holiday cards and a thank you note were received. The cards were passed around so everyone could read them.
 - b) Audience Input: Ashley Stewart was in attendance at this meeting.
 5. Committee Reports:
 - a) Building Project - No production days have been lost since our last report in November.
 - i. Completed items: The tile flooring has been completed and the carpet is being laid.
 - ii. Projects to be completed in January include the following: casework, countertops, wall protection, interior doors, bathrooms.
 - Final Paint – 02/16/24
 - Clean-up – 02/21/24
 - Occupancy – 02/28/24, to be completed by 03/13/24
 - Demo of utilities to the existing library – 03/14/24
 - Demo of existing library – 03/19/24
 - Site Graded – 03/26/24 thru 04/01/24
 - Parking Lot - 04/18/24 – 04/24/24
- The School demo should begin around 07/24/24 and last 5 – 6 weeks.

iii. Moving Timeline:

Starting February 1st, stacks are closed for packing. Inter-library Loans available for pick up as well as computers, print, copy, fax, and scan services

Starting February 18th, the Library will close for moving

Starting February 29th, the library can start occupying the new building

March 18th - old library demo

April – siding installation

May - concrete installation and landscaping

Mid May/June – Grand Opening, date TBD

iv. We incurred an activation fee of \$1500 from Ameren for the new building. Per Dr. Skertich, we will be reimbursed for this expense. **Jackie will check with Dr. Skertich on the particulars of this reimbursement.**

b) Community:

1) Friends of the Library – the next meeting is scheduled for February 8, 2024.

Follow-up Item from August 9th meeting: It was suggested that the Friends of the Library apply for the non-profit postage rate.

2) Newsletter/Fundraising – The newsletter was approved for production and will go to the printer by the end of the week and then be mailed out.

c) Strategy – nothing to report

d) Policy – nothing to report

e) Finance: Mary Beth Reiniger made a motion to accept the November and December Treasurer's Reports, Lucy Skibinski seconded this motion. The motion passed unanimously.

6. Director's Report:

a) Operation/Building Maintenance: nothing to report.

b) Human Resources, Meetings, and Trainings: The entire library staff toured the new building.

c) Upcoming Events, Projects, Grants:

i) November Director's Report – reviewed.

ii) December Director's Report – reviewed.

ii) 2023 Year-in-Review – reviewed.

7. Old Business: Ashley Stewart's Consultant Agreement. There was discussion on what Ashley has been assisting Jackie with over the past months. This includes updating the succession list, the timelines for closing the old and opening the new library spaces, wording for the newsletter to be mailed out detailing the timelines and how to take full advantage of the library during the closure. There was also discussion regarding supervision of the social workers. There will be a BSW for the spring semester at a cost of \$250 and a MSW for the spring and summer semesters at a cost of \$500 for each semester. These funds will be paid to Ashley out of payroll and no contract is needed.

8. New Business:

a) A motion was made by Jen Mauk and seconded by Mary Beth Reiniger to approve the Meeting Date Ordinance (District) Ordinance No. 24-04. This passed unanimously.

b) A motion was made by Dick Koblitz and seconded by Jen Mauk to approve the Library Holidays and Closings document after it was updated to include Election Day, November 5, 2024. This received unanimous approval.

c) Lucy Skibinski verbally tendered her resignation from the Library Board.

9. Closed Session - None

10. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, February 14, 2024 at 6:00 p.m.

11. Adjournment: A motion was made by Katie Ekstrom and seconded by Jen Mauk to adjourn the meeting at 7:50 p.m. This motion passed unanimously.