



Meeting of the Board of Trustees

Caseyville Public Library District

September 13, 2023

1. Call to Order: The meeting was called to order at 5:59 p.m.
2. Roll Call: Jackie Keck, Chris Bell, Dick Koblitz, Katie Ekstrom, JoAnn Reiniger, Lucy Skibinski, Mary Beth Reiniger
3. Swearing in New Trustee: JoAnn Reiniger was sworn in as the newest trustee.
4. Approval of Minutes: A motion was made by Katie Ekstrom and seconded by Dick Koblitz to approve the minutes from the August 9, 2023 meeting.
5. Public Forum:
  - a) Written Correspondence – There was no written correspondence
  - b) Audience Input: Members of the audience included Ashley Stewart, Andrea Skibinski, and Aubrey Parker. Aubrey notarized the paperwork of our newest trustee, JoAnn Reiniger. No other input.
6. Committee Reports:
  - a) Building Project
    - i) Project Updated: So far 38 production days have been lost due to weather but the project is still on time. Of the total cost of \$22M approximately \$8M has been paid out so far. The library is scheduled to be completed by the mid to end of January 2024.
    - ii) Time Capsule: The capsule will not be buried but placed in a secure location within the building. A lock box has been purchased for this purpose. Jackie would like ideas for items to be placed in the box by the next meeting, scheduled for October 11, 2023. It hasn't been determined if there was a time capsule from when the current building was opened on November 2, 1997.
    - iii) Blocking for Bookcases/Floor Braces/Screws: As the shelving is relatively new and in good shape, the plan is to reuse the shelving in the new space. The current shelving was measured prior to designing the new space and further investigation will take place

with the assistance of the construction workers to make sure it will be usable. Jackie's plan is to keep the number of books available to 20,000.

b) Community:

1) Friends of the Library – the next meeting is scheduled in November.

2) Newsletter/Fundraising – Several publication dates were discussed for the next newsletter; fall, after the grand opening, or a New Year's publication with grand opening details included. It was discussed that a postcard be sent out with details opening, hours, etc. The Illinois-wide Library Crawl will take place from October 1 – 31, 2023. Our annual Silent Auction will take place in conjunction with the crawl.

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

c) Strategy – nothing to report

d) Policy – nothing to report

e) Finance:

i) Dick Koblitz made a motion to accept the July Treasurer's Report, Mary Beth Reiniger seconded this motion.

ii) Mary Beth Reiniger signed the IMRF Authorized Agent Form.

iii) Dick Koblitz needs to sign the bank card at FCB. Jackie will coordinate as her signature is required also.

iv) Jackie will make some calls regarding bonding of Dick and/or Jackie.

v) Questions regarding Jackie's HRA (Healthcare Reimbursement) have been tabled until next month as Jen's input is needed.

7. Director's Report:

a) Operation/Building Maintenance – a bid for \$875 (minus a discount of \$125) was received from Dreamscapes. It was decided not to move forward with this project due to it already being mid-September. The front entrance landscaping has been spruced up by the staff, is looking good, and we greatly appreciate their efforts!

b) Human Resources, Meetings, Trainings – Ashley has retained a lawyer to assist her in a contract for her consultant compensation. She will have more info at the next meeting.

c) Upcoming Events, Projects, Grants:

1) August Statistics – the August Director's Report was reviewed.

2) September Monthly Newsletter – handed out to all in attendance.

8. Old Business:

a) List of Library Trustees filed with the Illinois State Library and St. Clair County Clerk – this has been completed.

b) A motion was made by Katie Ekstrom to accept the FY24 Budget & Appropriation Ordinance and Lucy Skibinski seconded the motion.

c) The Secretary's Audit is due. Chris confirmed that the binder containing the meeting minutes is up-to-date.

9. New Business:

a) A new clerk has been hired, Emma Starich. This brings our staff to 5 + our social worker. Jackie's plan is to promote Eleka to Librarian when they graduate.

b) After a recent event at the library, Chris discussed that the Board be on call if need arises when there are issues/problems with patrons. Further discussion needs to take place on this topic.

10. Closed Session: None.

11. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, October 11<sup>th</sup>.

11. Adjournment: Lucy Skibinski made a motion to adjourn the meeting which was seconded by Katie Ekstrom. The meeting was adjourned at 7:08 p.m.