



Meeting of the Board of Trustees

Caseyville Public Library District

August 12, 2026

1. Call to Order: The meeting was called to order at 5:54 p.m.
2. Roll Call: Mary Beth Reiniger, Chris Bell, Katie Ekstrom, Dick Koblitz, Terri Riutcel, Joann Reiniger, Jen Mauk, and Jackie Keck.
3. Approval of Minutes (06/10/26): A motion was made by Katie Ekstrom and was seconded by Joann Reiniger to accept the minutes. The motion passed unanimously.
4. Public Forum:
 - a) Written Correspondence:
 - i) Illinois Environmental Protection Agency Binder. This binder will be made available for the public for 45 days. Jackie will post this information.
 - ii) 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. Jen is reviewing this correspondence and will let Jackie and the board know if any action needs to be taken.
 - iii) The library's worker's comp premium through Traveler's is being adjusted. Jackie did not share the new premium amount.
 - iv) We have received the election packet for the April 6, 2027 packet. The two-year position currently held by Jen Mauk will be up for election. Jen will let Chris know if she plans on running again.
 - v) Jackie received a letter of resignation from Emma. Her last day will be Friday, April 28, 2026.
 - vi) Jackie received a Certificate of Appreciation from the Illinois Library Association for chairing the fundraising committee for the past two years.
 - b) Audience Input: No audience.

5. Committee Reports:

a) Community Fundraising (Chris Bell):

Friends of the Library (FOTL): The next meeting will be held on Thursday, August 13th at 6 p.m. The Book & Bake Sale made a profit of \$474. There are no figures available from the Dine to Donate held on August 3, 2026. The next fundraiser will be a table at the St. Anne Craft & Vendor Fair to be held at St. Stephen Church on September 26, 2026, from 10 a.m. – 3:00 p.m. Jackie will order a table runner for this event.

b) Strategy: Nothing to report at this time.

c) Policy: The updated Policy Manual was presented for board review and approval. Dick Koblitz made a motion to approve the Policy Manual and it was seconded by Katie Ekstrom. The motion passed unanimously.

d) Finance (Jen Mauk):

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

ii) Due to low interest rates at this time, the library's CD was rolled over into the savings account.

6. Director's Report:

a) Operation/Building Maintenance:

i) A "no parking" zone has been striped on the parking lot driveway.

ii) The library will be closed on Saturday, August 15th for carpet cleaning.

iii) Landscaping was weeded and mulched. CUSD 10 may have extra bricks to use as a border around the pollinator garden. Jackie will stay on top of this.

iv) An exterior outlet near the entry door has been repaired.

v) There is a small internal leak between the ceiling and wall above the exit sign next to the restrooms. This situation will be monitored closely.

vi) There have been no further updates on the paneling replacement project.

b) Human Resources, Meetings, and Trainings:

- i) Staff Sexual Harassment Training has been completed.
- ii) Jackie will be hiring at least two p/t library clerks. She will be conducting interviews soon.
- iii) There will be a staff institute day on Friday, August 21st from 8 am – noon to discuss school visit updates.
- iv) Jackie met with Dr. Skertich and the new principal, Christine Pavlinek on July 21st for the annual IGA review. Adjustments were suggested on how class visits would work within our partnership. Jackie and Eleka met with Christine on July 22nd to discuss the future nature of class visits. Christine met with the Positive Behavioral Interventions and Supports (PBIS) team on July 23rd to discuss how they will create structure for the teachers to support the library staff during visits. Two teachers and an SEL (Social Emotional Learning) coach who are willing to meet with the library to create the matrix for the teachers will be identified. A meeting has been scheduled for August 19, 2026. We cannot meet sooner than August 17th due to union restrictions
- v) Jackie was unable to attend the FIA auction due to illness.

c) Upcoming Events, Projects, Grants:

- i) The June and July Director's Reports were reviewed.
- ii) The August Newsletter was reviewed. See the newsletter for specific events and a schedule for August and September.
- iii) The Summer Reading Program concluded. The biggest events were Paint & Plant and Wonderland.
- iv) The Caseyville Elementary School Open House is scheduled for August 13th, 2026 from 5 – 6:30 p.m. Jackie will be in attendance handing out I Love to Read bracelets to the students.
- v) Staff will be working on issuing library cards to students, updating rosters, and prepping for class visits that will begin after Labor Day.
- vi) The closet reorganization and off-site storage unit clean out continues. An inventory has been taken.
- vii) Jackie is working on the Illinois Public Library Annual Report (IPLAR) which is due on August 31st (see New Business, Secretary's Audit).

7. Old Business:

- a) Jackie has confirmed with Police Chief Hall that an officer will be present during the first two weeks of school at afternoon dismissal to assess the parking situation.
- b) Terri Riutcel made a motion to review the Closed Meeting Minutes at the September 9th meeting. Dick Koblitz seconded the motion. The motion passed.
- c) Mary Beth asked that the previous failed motion of adjusting the number of annual board meeting be revisited. Board members were asked to bring their suggestions for the number of meeting to be held per year and suggested months for these meeting, to the September meeting. Jackie will send out a list of crucial agenda items and the months they are to be discussed prior to the September meeting, so an informed decision can be made on the months meeting should be held. We will make a formal decision at the October meeting.

8. New Business:

- a) We will review that Tentative Budget & Appropriation Ordinance at the September 9, 2026 meeting.
- b) The Secretary's Audit is due September 1st. It will be submitted with the IPLAR, which is due on August 31st.
- c) A list of Library Trustees was filed with the Illinois State Library and St. Clair County Clerk on August 6, 2026.
- d) Director's Annual Review: Jen gave each board member an evaluation form for Jackie. They are to be completed and returned to her by September 1st.

9. Upcoming Meeting: The next regularly scheduled meeting will be held on Wednesday, September 9, 2026, at 6:00 p.m.

10. Adjournment: Terri Riutcel made a motion to adjourn the meeting at 7:25 pm; Katie Ekstrom seconded the motion. The motion passed unanimously.