



Meeting of the Board of Trustees

Caseyville Public Library District

November 13, 2024

1. Call to Order: The meeting was called to order at 5:55 p.m. There was an amendment to the Agenda made by Chris Bell to postpone Jackie's request to discuss her annual review with the board. Chris suggested that the discussion take place after the "employment" committee meets in January.
2. Roll Call: Katie Ekstrom, Mary Beth Reiniger, Jen Mauk, Dick Koblitz, Chris Bell, JoAnn Reiniger, Terri Riutcel, and Jackie Keck.
3. Approval of Minutes: A motion was made by Katie Ekstrom and seconded by JoAnn Reiniger to approve the minutes from the October 9, 2024 meeting. The motion passed unanimously. Mary Beth Reiniger made a motion to accept the amended closed meeting minutes from September 11, 2024 and Dick Koblitz seconded the motion, the motion passed unanimously. A motion was made by Terri Riutcel to record future closed meetings on a mobile phone and then transcribe the voice notes. Mary Beth Reiniger seconded the motion and the motion passed unanimously.
4. Public Forum:
 - a) Written Correspondence: Jackie received two thank you notes, one from the ILA Conference and Continuing Education Manager, Kristin Pekoll and one from the Peoria Humane Society, thanking her for her contributions at the ILA Conference.
 - b) Audience Input: no audience.
5. Committee Reports:
 - a) Building Project: A decision has been made on the siding for the remaining three entrances of the school and library, materials are on order. This will push back the installation of our drop box until January 2025.
 - b) Community:
 - i) Friends of the Library: The next meeting is scheduled for November 14, 2024 at 6 pm at the library. Funding for the next Newsletter will be discussed.
 - ii) Newsletter/Fundraising: The next newsletter will be published in January 2025.
 - c) Strategy – nothing to report
 - d) Policy – The librarians have a working draft and are looking to have a final draft by the end of the current school year and a final document before the beginning of next school year, 2025-26.
 - e) Finance: Jen Mauk made a motion to accept the October Treasurer's Report, Dick Koblitz seconded this motion. The motion passed unanimously. Jen Mauk made a motion to move funds from checking to savings to increase the balance of the savings account to \$150,000 and convert

the savings account to a CD if the interest rate is at least 4.5% for no longer than 12 months with FCB Bank. Mary Beth Reiniger seconded the motion. The motion passed unanimously.

6. Director's Report:

a) Operation/Building Maintenance:

i) Two additional cameras were added to the exterior (towards the parking lot and the east side of the building). They are not on-line at this time.

ii) Landscaping has been completed.

b) Human Resources, Meetings, and Trainings:

i) There will be a staff institute day on Friday, November 22, 2024, from 8-4.

ii) All staff is completing barcode training. They will then be able to assist the librarians with projects.

c) Upcoming Events, Projects, Grants:

i) We reviewed the October 2024 Director's Report.

ii) The November 2024 newsletter was reviewed.

iii) A Family Reading Night, in conjunction with the school, will be held on Thursday, November 21st.

7. Old Business:

a) The finalized bylaws will be presented for approval at the January 8, 2025 meeting.

b) Trustee Facts File – Jackie will periodically assign “homework” from this handbook for the board to read, review, and ask questions if need be. The board members should take the time to read the Standards for Illinois Public Libraries.

c) Chris passed out copies of Jackie's current job description to each member.

8. New Business: Levy Ordinance 25-03 {75 ILCS 16/30-85} was signed.

9. Adjournment: Terri Riutcel made a motion to adjourn our regular meeting at 6:58 p.m., Katie Ekstrom seconded the motion. The motion passed unanimously.

10. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, January 8, 2025 at 6:00 p.m.