



Meeting of the Board of Trustees

Caseyville Public Library District

November 8, 2023

1. Call to Order: The meeting was called to order at 6:01 p.m.
2. Roll Call: Jackie Keck, Chris Bell, Dick Koblitz, Katie Ekstrom, JoAnn Reiniger, Lucy Skibinski, Mary Beth Reiniger, Jen Mauk
3. Approval of Minutes: A motion was made by Katie Ekstrom and seconded by Lucy Skibinski to approve the minutes from the October 11, 2023 meeting. The motion passed unanimously.
4. Public Forum:
 - a) Written Correspondence – none.
 - b) Audience Input: No input was voiced from our audience, Andrea Shipley.
5. Committee Reports:
 - a) Building Project
 - i) Project Update: Only one day of production was lost in October.
 - a. Completed items: HVAC, plumbing, and electric rough-ins; interior framing and drywall, and initial paint coat
 - b. Timelines for completion of remaining projects:
 - Ceiling Grids – 12/21/23
 - Flooring – 01/01/24
 - Doors – 01/01/24
 - 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 – 04/01/24
 - The School demo should begin around 07/24/24 and last 5 – 6 weeks.
 - c. We incurred an activation fee of \$1500 from Ameren for the new building. Per Dr. Skertich, we will be reimbursed for this expense.

ii) Time Capsule: The Time Capsule Ceremony will be held on Tuesday, November, 14, 2023 at 10 a.m. Everyone was encouraged to bring in items or make suggestions for the time capsule.

iii) Approval of Moving Company: The board approved both the quote from Bradford Systems and the quote from Two Men and a Truck. These companies will be hired to facilitate the move to the new library. There was much discussion of the timeline for the move and informing our patrons of these details. The board encouraged Jackie to take the time necessary to insure a safe and efficient move. Library closed dates of February 1 – April 30 was tentatively agreed upon; with a Grand Opening scheduled after that date. This will take preparation and on-going discussion to make for a smooth transition. A short PSA could be put together for our patrons to request books be sent to another local library for pick-up during this time.

b) Community:

1) Friends of the Library – the next meeting is scheduled for November, 9, 2023 at 5 pm. The Silent Auction netted \$370.

2) Newsletter/Fundraising – Scheduled for publication in January 2024.

Follow-up Item from August 9th 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: Katie Ekstrom made a motion to accept the October Treasurer's Report, Dick Koblitz seconded this motion. The motion passed unanimously.

6. Director's Report:

a) Operation/Building Maintenance: nothing to report.

b) Human Resources, Meetings, Trainings:

i) ILA Conference (October 23 – 26), Jen was unable to serve on the trustee panel

ii) Jackie and Eleka toured the new building

c) Upcoming Events, Projects, Grants:

i) October Director's Report – reviewed.

ii) November Monthly Newsletter – reviewed.

7. Old Business: Lucy Skibinski made a motion to pass the Budget & Appropriation Ordinance 24-03 [5 ILCS 16/30-85] Ordinance Levying and Assessing Property Tax for Caseyville Public Library District of the County of St. Clair St. of Illinois for the Fiscal Year beginning the 1st Day of July, 2023 and Ending the 30th Day of June, 2024. The motion was seconded by Katie Ekstrom and unanimously passed.

8. New Business:

a) Levy Ordinance (75ILCS 16/30-85) – The certificate of Levy and Truth in Taxation Certificate of Compliance documents were signed by the Secretary and President respectively.

b) Consulting Agreement – moved to Closed Session.

11. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, January 10, 2024.

12. Adjournment: The Board immediately went into Closed Session. Time of adjournment of the board meeting was not noted.