



Meeting of the Board of Trustees

Caseyville Public Library District

October 11, 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
3. Approval of Minutes: A motion was made by Dick Koblitz and seconded by Lucy Skibinski to approve the minutes from the September 13, 2023 meeting.
4. Public Forum:
  - a) Written Correspondence – A thank you note was received from EveryLibrary for our donation, which was the fee Jackie paid for her attendance at the event.
  - b) Audience Input: No input was voiced from our audience, Andrea.
6. Committee Reports:
  - a) Building Project
    - i) Project Update: Only one additional day of production was lost in September. The library is now scheduled to be completed by the end of February. We will have 10 moving days once the building is ready.
    - ii) Time Capsule: Jackie will contact Karen Franke and Chris Stewart to see if they can recall if there was a time capsule for the current building. We are still looking for ideas on what to include; photos, Illinois Banned Books legislation, St. Louis Post Dispatch article on banned books, Top Read Books of 2023, etc. **UPDATE:** The Time Capsule Ceremony will be held on Tuesday, November, 14, 2023 at 10 a.m.
    - iii) Blocking for Bookcases/Floor Braces/Screws: This project is good to go and will be an on-going project as we move forward to completion date.
    - iv) Moving: Jackie has a consult with a moving company on Thursday, October 12, 2023. Ideas for assistance with the move include asking the Student Council and

the Honors Program at Collinsville HS, borrowing the carts from St. Stephen, and reaching out to other local libraries that have completed recent moves for their thoughts/input.

b) Community:

1) Friends of the Library – the next meeting is scheduled for November, 9, 2023 at 5 pm. 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.

2) Newsletter/Fundraising – Nothing new.

**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: Mary Beth Reiniger made a motion to accept the September Treasurer's Report, Katie Ekstrom seconded this motion.

1. Discussion of Jackie's HRA was moved to closed session.

2. Discussion of Ashley Stewart's consulting fee was moved to closed session.

6. Director's Report:

a) Operation/Building Maintenance:

i) Flea Exterminator: The building has been treated at a cost of \$250. The company will retreat if necessary.

ii) Hot Water Heater: The hot water heater was replaced at a cost of \$359.

iii) The AC Unit was serviced at a cost of \$897.

b) Human Resources, Meetings, Trainings:

i) ILA Conference (October 23 – 26), Jen will serve on the trustee panel to be held on Thursday, October 26<sup>th</sup>.

ii) ILA Committee Meetings – Jackie serves on the Conference Planning & Fundraising committees.

iii) Social/Emotional Learning (SEL) Grant and Positive Behavioral Interventions and Supports (PBIS) meetings and trainings.

c) Upcoming Events, Projects, Grants:

i) Class visits have begun, 4 classes have signed up so far this year.

ii) September Director's Report – reviewed.

iii) October Monthly Newsletter – reviewed.

7. Old Business: The Budget & Appropriation Ordinance (50 ILCS 330/3 and 75 ILCS 16/30-85) was approved at the September 13, 2023 meeting. The public at large and the county have been notified.

8. New Business:

a) The surety bonding for Dick Koblitz was discussed. The bond would be for \$100K at a cost of \$475.00

b) Levy Ordinance (75ILCS 16/30-85) – this was tabled until the November meeting.

10. Closed Session:

a) Discussion of Jackie's HRA.

b) Discussion of Ashley Stewart's consulting fee.

11. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, November 8<sup>th</sup>.

12. Adjournment: Lucy Skibinski made a motion to adjourn the meeting which was seconded by Dick Koblitz. The meeting was adjourned at 7:24 p.m.