



Meeting of the Board of Trustees

Caseyville Public Library District

January 8, 2025

1. Call to Order: The meeting was called to order at 5:59 p.m.
2. Roll Call: Mary Beth Reiniger, Dick Koblitz, Chris Bell, JoAnn Reiniger, Terri Riutcel, and Jackie Keck.
3. Approval of Minutes: A motion was made by Dick Koblitz and seconded by JoAnn Reiniger to accept the minutes as written. All approved.
4. Public Forum:
  - a) Written Correspondence: There were numerous holiday cards that were shared with all in attendance.
  - b) Audience Input: no audience.
5. Committee Reports:
  - a) Building Project: Due to the snow storm the installation of the metal paneling on the entrance has been delayed until January 13<sup>th</sup>.
  - b) Community:
    - i) Friends of the Library: Chris provided everyone with minutes from the November 14, 2024 meeting. The balance on hand is \$4,498.91. Funding for the next Newsletter will be discussed and voted on at the February meeting.
    - 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: Mary Beth Reiniger made a motion to accept the November Treasurer’s Report, Terri Riutcel seconded this motion. The motion passed unanimously. JoAnn Reiniger made a motion to accept the December Treasurer’s Report, Dick Koblitz seconded this motion. The motion passed unanimously.

6. Director's Report:
  - a) Operation/Building Maintenance:
    - i) The drop box has been installed and is operational.
    - ii) The HVAC system has been programmed on a set schedule around library hours.
  - b) Human Resources, Meetings, and Trainings:
    - i) Background checks have been completed on current staff.
    - ii) Jackie will be scheduling AED/First Aid training with the school nurse.
  - c) Upcoming Events, Projects, Grants:
    - i) The November and December Director's Reports were reviewed. The Homebound Program statistics will be added to these reports moving forward.
    - ii) The Winter Reading Challenge is underway and will end on January 31<sup>st</sup>.
    - iii) A Fuzzy Friend Tea Party will be held on January 23<sup>rd</sup>. We may revisit the idea of having a sleepover in the summer.
    - iv) The Per Capita Grant is due January 31<sup>st</sup>. Historically we have received \$6400 to be used for specific needs.
    - v) The Comptroller Report was due on December 31<sup>st</sup>. Jackie has filed for an extension until February 25<sup>th</sup>.
7. Old Business: Due to Jen's absence, the proposed bylaws will be reviewed at the February meeting.
8. New Business:
  - a) Meeting Date Ordinance (District) Ordinance No. 25-04. Terri Riutcel made a motion to accept the ordinance, seconded by Mary Beth Reiniger. All approved.
  - b) Library Holidays and Closing. Dick Koblitz made a motion to accept the document, seconded by JoAnn Reiniger. All approved.
  - c) Mary Beth Reiniger suggested that the photos on the Library website be updated to the new facility. Jackie will have Eleka look into this.
9. Adjournment: Mary Beth Reiniger made a motion to adjourn our regular meeting at 6:49 p.m., JoAnn Reiniger seconded the motion. The motion passed unanimously.
10. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, February 12, 2025 at 6:00 p.m.