

June 15, 2023

EAST ALTON PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

CALL TO ORDER

Margaret Funke called the regular meeting of the East Alton Public Library District Board of Trustees to order at 5:45 p.m. Those in attendance were M. Funke, C. Wiegand, J. Buttry, J. Richie, and J. Bricker. Also present was Jeremy Staicoff, Director; Devin Eyster, Development & Outreach Librarian. 5 present, 2 absent. Quorum established.

CORRECTIONS

None

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Motion: Richie Second: Buttry
Approve May 2023 Board Minutes
Roll call vote: Bricker, aye; Buttry, aye; Richie, aye; Wiegand, aye;
Funke, aye. 5 ayes, 0 nays, 2 absent.
Motion carried.

CORRESPONDENCE

None

NOTES

None

FINANCE REPORT

Motion: Bricker Second: Richie
Approve expenditures & wages as presented for May 2023
Roll call vote: Bricker, aye; Buttry, aye; Richie, aye; Wiegand, aye;
Funke, aye. 5 ayes, 0 nays, 2 absent.
Motion carried.

DIRECTOR'S REPORT

Director's Report

1. Attended webinar presented by IHLS titled “Your Employee Handbook.”
2. Worked with Devin to secure gift card donations to use as Summer Reading Program prizes. A good number of local businesses contributed.
3. Worked at East Alton Park and Rec’s “Kids in the Park” event with Devin. We were stationed at a children’s activity table and used the table to promote library events, hand out flyers, etc.
4. Submitted ACH Information Validation form to Madison County Treasurer’s Office.
5. Received notification that we will be awarded the Per Capita Grant this year in the amount of \$13,881.23.
6. East Alton Fire Department came in to perform an annual safety check on our building. We passed satisfactorily.
7. Executed purchase of Certificates of Deposit with Liberty Bank. Duration is 6 months for those instruments.
8. Took vendor meetings regarding security cameras and an updated phone system.
9. Worked with staff to finalize this year’s Summer Reading Program.
10. Submitted Board Meetings Dates ordinance (Ordinance 2023-01) to The Telegraph for publication.
11. Received notification that our FY23 E-Rate funding was granted. Our library will receive \$1349.79 to cover our Internet costs for FY23.
12. Drafted ‘Notice of Public Hearing’ as part of appropriation process. Copy is included in Board packets.

Youth Services Report

1. Finalized Youth and Teen Reading Challenge logs for upcoming Summer Reading Program.
2. Gathered and organized prizes for Youth Summer Reading Program challenges.
3. Secured prize scratch off tickets as part of Teen Summer Reading Program challenge.
4. Worked with Darlene to finalize payment schedule for Summer Reading performers.
5. Created and presented presentation to staff about Summer Reading logistics at 6/9/23 staff meeting.
6. We had another participant join our 1000 Books Before Kindergarten challenge.
7. Added some Summer Reading decorations to the Youth section.
8. Changed out Youth and Teen book displays.

9. Been working with Andy to rearrange Youth and Teen sections. This project will be on pause during Summer Reading.

Development & Outreach Librarian Report

1. The East Alton Library Seed collective has been used by 46 patrons, with 237 packets of seeds checked out.
2. Our Adult Summer Reading programs have been finalized. We will have an adult Mario Kart Tournament on June 16, Courage & Grace door hanger painting on June 23, Paint Your Pet on June 30, Family Movie Night on July 14, and Riverbend Axe Throwing on July 21.
3. Jeremy and I attended the Kids in the Park day on May 20 at the Keasler Complex. We were able to give out summer reading information to many children and families.
4. We have been able to obtain gift cards or vouchers from many local businesses! Food A Fare, Riverbend Axe Throwing, the Salad Shop, Community Seed and Feed, Sweet Little Things, and Casa Romero have all made donations towards our adult summer reading prizes.
5. Our Kickoff Party is on Saturday, June 10 from 1-3 pm. We have finalized our activities for that day. We will have Foam Gone Bananas here as well as an ice cream truck. The East Alton Fire Department will be bringing over a fire truck. We will also have yard games and craft activities available for the children who attend. Our interest on Facebook has been fantastic with over 300 people marking the event as going or interested!
6. We have begun planning for a Driver Safety course led by AARP to be hosted in August. An AARP representative will be leading the class.
7. Confirmed the Beanstack program for adult and youth summer reading. Staff were sent training videos and the programs to familiarize themselves.
8. Created graphics for all of our upcoming events and programs in June and July.
9. Created graphics for Beanstack (how to use the app for patrons), the ice cream truck, adult summer reading information, and signs for all tables at the summer reading kickoff.
10. Made bookmarks to be placed in patron holds that promote our summer reading programs.
11. Added upcoming events and newly added books to our website's front page.

12. Created a plethora of social media posts including: Foam Gone Bananas, Lego Club – May; Busy Bees – May, SHARE Top Requested Titles for April, Reading Dragons Special Card: Sparky, Read to a Dog – May, Summer Newsletter, Kids at the Park Picture, Teem Smash Bros. Tournament, Maui at the Library, Illinois Libraries Present: Jesmyn Ward, Mad Science, Closed for Memorial Day, New Summer Logo, Find Your Voice Cover, Kids Karaoke Party, Courage and Grace Door Hanger Painting, Jax and Summer Reading Decorations, Book Club Reminder, May’s New Books, June Book Club Event, Closing Early for Staff Training, Teen Affirmation Mirror Craft, University of Illinois Cooking Class for Kids, Summer Reading Windows and More Decorations, Summer Reading Storytime Event, Paint Your Pet for Adults Event.

DISCUSSION

Combined Budget & Appropriation Ordinance Draft

OLD BUSINESS

None

NEW BUSINESS

Motion: Buttry Second: Richie

Approve Public Hearing for Combined Budget & Appropriation Ordinance

Roll call vote: Bricker, aye; Buttry, aye; Richie, aye; Wiegand, aye; Funke, aye. 5 ayes, 0 nays, 2 absent.

Motion carried.

Motion: Buttry Second: Bricker

Approve Library Behavior Policy

Roll call vote: Bricker, aye; Buttry, aye; Richie, aye; Wiegand, aye; Funke, aye. 5 ayes, 0 nays, 2 absent.

Motion carried.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:12 pm.