

November 21, 2024

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 PM. Those in attendance were J. Bricker, J. Richie, L. Timmins, and J. Buttry. Also present was Jeremy Staicoff, Director. 5 present, 0 absent. Quorum established.

CORRECTIONS

The Board confirmed Amber Davidson for the validated opening, and she was sworn in.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Motion: Buttry

Second: Bricker

Approve October 2024 Board Minutes

Roll call vote: Timmins, aye; Buttry, aye; Bricker, aye; Richie, aye; Funke, aye; Davidson, aye. 6 ayes, 0 nays, 0 absent.

Motion carried.

CORRESPONDENCE

None

NOTES

None

FINANCE REPORT

Motion: Timmins

Second: Buttry

Approve expenditures & wages for October 2024

Roll call vote: Timmins, aye; Buttry, aye; Bricker, aye; Richie, aye; Funke, aye; Davidson, aye. 6 ayes, 0 nays, 0 absent.

Motion carried.

DIRECTOR'S REPORT**Director's Report**

1. Filed Levy Ordinance 2024-04 and accompanying certification with Madison County Clerk's Office
2. Submitted our Annual Finance Report Certification to IL Comptroller's Office. The AFR was approved.
3. Worked with Hannah in helping her adjust to her new role as Youth Services Coordinator. She has really taken to the position well and is doing great work.
4. Katelyn is continuing her training in the Financial Assistant role is doing very well.
5. Interviewed applicants for the open Library Assistant position. Hoping to have a decision made on that by the date of the November Board Meeting.
6. Library staff took part in the East Alton Halloween parade on October 24. People really seemed to enjoy our Beetlejuice theme!
7. Darlene and Andy submitted formal letters of resignation for their positions. Their work and value to the library has been beyond measure and they will be greatly missed.
8. Registered staff for IHLS Members' Day (virtual workshop) which takes place on Feb. 12, 2025.

Assistant Director's Report

1. Illinois Heartland's 6th annual Library Crawl ended on October 31. We had 190 participants visit our library to get their passports stamped, which surpassed our total from last year.
2. The card making classes continue to be popular. Our November card making class had 12 people in attendance.
3. Coordinated with the U of I extension to put on an Eat.Move.Save. program. We will be hosting this on November 16 at 1 pm. The school district was kind enough to share this information to their students and parents.
4. Assisted in interviews for the Library Assistant position.
5. We participated in the Halloween Parade again this year. Staff went all out to make our Beetlejuice theme come to life.
6. Started creating the December newsletter.
7. Updated the website to include new books, events, and our newest newsletter.
8. Created a plethora of social media posts including: Glow in the Dark Pet Ghost, Storytime, Lego Club, October Displays, Closed: Columbus Day, Read to Maui, October Book Club,

Hiring: Library Assistant, SHARE Top Requested for September, Library Crawl, October Window Art, Leo – 800 Books, Eat.Move.Save. with the U of I Extension, Storytime – 2, November Book Club, East Alton Halloween Parade Reminder, Parade Photos, Steele – 200 Books Before Kindergarten, Maui Reminder, November Newsletter, November Storytime, Halloween Party Pictures, Happy Halloween, Kids Take Home Craft, Library Crawl Passport Reminder, October’s New Books, Blake – 300 Books Before Kindergarten, November Read to Maui, Illinois Libraries Present: Chef Art Smith, Closed for Veterans Day, Wesley – 100 Books Before Kindergarten, and Snowman Handprint Ornament.

Youth Services Report

1. Had a Halloween Party on Oct. 26th from 2-4:00PM. Approximately 120 kids/families attended.
2. 120 kids did the Halloween scavenger hunt.
3. I changed the scavenger hunt to a November/fall themed one.
4. Poke a Pumpkin had 73 participants from October 15th to Nov 1st.
5. Had Lego Club on October 17th. 4 Kids attended and they put their creations in the display case.
6. Did a ghost themed storytime on October 24th at 11:00AM. 6 kids showed up. I read 2 stories and then we decorated Halloween themed cookies afterwards. (Delicious!)
7. Maui visited on October 28th. Unfortunately, no kids read to him this time, but he did get some love from a few kids who were here but were too shy to read to him. He also got lots of attention from patrons as well as the staff.
8. I attended the SWAY Performers Showcase on November 2nd. After they all performed, I went and talked to the performers to get more information. I booked one performer for a date and am trying to find a date that works with another one. I gave my information to other performers who I am in the process of talking to so I can get prices and possible dates.
9. On November 13th I attended a SWAYS meeting over a zoom. We talked about the Showcase Performers and what we thought of them.
10. Started giving out take-home crafts on November 1st. So far, 43 crafts have been taken home by patrons.

DISCUSSION

None

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

There being no further business, the meeting adjourned at 6:29 PM.