

MINUTES
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
August 20, 2018

PRESENT: Carolyn Bert, Mary Lynn Gerlach, Neal Heartling, Kim Knop, Kevin Knop, Shirley Kuhn, and Cheryn Sutton.

President Cheryn Sutton opened the meeting at 7:01 pm.

There was no meeting in July so Kim Knop made a motion to approve minutes from the June meeting. Kevin Knop seconded it. Motion carried

ABSENT: All present

STAFF PRESENT: Sarah Neal

VISITORS PRESENT: No

CORRESPONDENCE: A note from retiring library employee Elaine Evers was distributed to the board thanking them for treating her to a luncheon.

STANDING COMMITTEE REPORTS:

a. **Finance:** Carolyn Bert moved to approve Resolution No. 2018-01 ascertaining the general prevailing rate of hourly wages in the locality. Mary Lynn Gerlach seconded the motion. Motion carried.

b. **Library Policy:** Board members were presented the revised long range and short range goals for the library's FY 2017-2018 notable events to the library's history for inclusion in their handbooks.

c. **Building and grounds:** A fall cleanup of the grounds by the board will be scheduled in September. Cleaning of the library's interior was determined to be better in recent weeks. Ongoing steps to cover basic cleaning needs around the library will continue.

d. **Public Relations:** New leaves designating library donations will be added to the Giving Tree including one for Bonnie Hill, one in memory of Corey T. Weber and one for the Steeleville American Legion Auxiliary. Also a Silver Dove will be installed for Kim Rasnick's generous donation of \$6080 in May. This donation was from proceeds and matching funds from parking cars on Mr. Rasnick's property in Steeleville during the Queen of Hearts drawing in April.

Also discussed at this time was the issue of making sure the library has proper and adequate insurance, something the board needs to consider and will be exploring in the next months.

e. **Technology:** No

- f. **Personnel:** No

FINANCIAL REPORT:

June-July: Attached. A motion was made to accept the Financial Report by Kevin Knop, seconded by Kim Knop. Motion carried.

LIBRARY DIRECTOR'S REPORT:

- A. Staff and Staff Development
- B. Collection Management
 - 1. Weeded Junior Non-fiction, Juniors and Easys
 - 2. Inventory-slow going
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
 - 1. Story Hour- June 16
 - 2. Book club –June 27
 - 3. Summer Reading Program-Glenn Foster show-13 showed
 - 4. Summer Reading Program- 25 signed up so far
 - 5. SRP Story Hours and Crafts
 - 6. Movie License
- E. Administration
 - 1. Clearwave
 - 2. Lights

OLD BUSINESS:

September 8th: Sell BBQ at Dave's 10:00-2:00 and offer used books for donations.

NEW BUSINESS: A picnic table for the library was discussed. Sarah Neal, Mary Lynn Gerlach and Neal Heartling are working on procuring one and installing it. Sometimes children take their lunch at the library so this would give them a place to eat instead of in the library.

CLOSED SESSION: No

ADJOURNMENT:

Mary Lynn Gerlach made a motion to adjourn, Kevin Knop seconded it. Motion carried.
Meeting adjourned at 8:10 pm.

**Respectfully submitted,
Shirley Kuhn, Secretary**