

MINUTES
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
April 15, 2019

PRESENT: Kelly, Bury Mary Lynn Gerlach, Kevin Knop, Kim Knop, Michael Minton and Cheryn Sutton.

ABSENT: Neal Heartling

STAFF PRESENT: Sarah Neal

VISITORS PRESENT: Carolyn Bert, Shirley Kuhn

President Cheryn Sutton opened the meeting at 7:05 pm.

Kevin Knop made a motion to approve last month's meeting minutes. Mary Lynn Gerlach seconded the motion. Motion carried.

CORRESPONDENCE: None

STANDING COMMITTEE REPORTS:

- a. **Finance:** Carolyn Bert wrote out the steps for her finance report and other finance related duties for the next treasurer.
- b. **Library Policy:**
Mary Lynn Gerlach made the motion to appoint Kelly Bury as a member of the Steeleville Area Public Library Board of Trustees for the term of 2 years. Kevin Knop seconded the motion. Motion carried.

Kelly Bury and Michael Minton were sworn in as newly elected library board members for a 2 year term each.

Kim Knop and Cheryn Sutton were sworn in as newly elected library board members for a 6 years term each.

Carolyn Bert has also written out instructions for library policy for the next trustee appointed to the committee.

New officers were elected for the coming year and voted on by the board.

Mary Lynn Gerlach nominated Cheryn Sutton for President. Kim Knop seconded the motion. Motion carried.

Mary Lynn Gerlach nominated Kim Knop for Vice President. Cheryn Sutton seconded the motion. Motion carried.

Mary Lynn Gerlach nominated Michael Minton for Treasurer. Kim Knop seconded the motion. Motion carried.

Kim Knop nominated Mary Lynn Gerlach for Secretary. Kevin Knop seconded the motion. Motion carried.

Standing Committee Members were appointed for the following year:

Finance: Kim Knop, Michael Minton, Cheryn Sutton

Library Policy: Kelly Bury, Cheryn Sutton

Building and Grounds: Neal Haertling, Kevin Knop, Cheryn Sutton

Public Relations: Kim Knop, Michael Minton, Cheryn Sutton

Technology: Neal Haertling, Kevin Knop, Cheryn Sutton

Personnel: Mary Lynn Gerlach, Kim Knop, Cheryn Sutton

Management Advisory Alternative to Mary Lynn Gerlach is Neal Haertling.

c. **Building and grounds:**

Spring cleanup of the library grounds by the board is scheduled for May 11 starting at 9 am.

Shirley went over what she did to maintain the library grounds.

Mary Lynn Gerlach to contact Minton Insurance to get an adjuster out to check library roof for hail damage.

Mary Lynn Gerlach will also speak with Jennifer about the weed eating issues the library is having.

d. **Public Relations:** None

e. **Technology:** None

f. **Personnel:** Taylor has started her GED classes and filled out the appropriate paperwork to get started.

FINANCIAL REPORT: Kim Knop made the motion to approve March 2019 Financial Report. Kevin Knop seconded the motion. Motion carried.

LIBRARY DIRECTOR'S REPORT:

- A. A. Staff and Staff Development
 - 1. Student Volunteer-Evan Moon
- B. Collection Management
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
 - 1. Disney Day-April 27

2. Camp Half-Blood Week- May 6-11
3. Summer Reading Program

E. Administration

1. Book Sale- need help moving the books out. 20+ boxes.
 - i. Tables
 - ii. Sign up times

OLD BUSINESS:

Cheryn Sutton reached out to her cousin about making 3 Little Libraries for the Steeleville Area Public Library District. He has agreed to make them. Cheryn suggested we place them inside Steeleville Village Hall, Percy Village Hall and Shiloh Tavern. These places will need to be contacted before the libraries can be installed. Sarah Neal is to decide the dimensions of the Little Libraries and submit that information to Cheryn. The board decided plexiglass will be used instead of glass in the Little Libraries.

NEW BUSINESS:

Cheryn Sutton proposed that the library start displaying bestseller books along with recently purchased materials so that patrons can see what is on the bestseller list. She also suggested that the library have a “recommended by readers” book display to encourage books to be checked out after they’ve been removed from the new items category.

CLOSED SESSION: No

ADJOURNMENT:

Kevin Knop made a motion to adjourn, Kim Knop seconded it. Motion carried.
Meeting adjourned at 8:13 pm.

**Respectfully submitted,
Sarah Neal, Library Director**