

# AGENDA

February 16, 2021

7:00 P.M.

## STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

1. Roll call and declaration of quorum
2. Approval of last month's minutes
3. Visitors
4. Correspondence and communications
5. Standing committee Reports
  - a. Finance
  - b. Library Policy
  - c. Building and Grounds
  - d. Public Relations
  - e. Technology
  - f. Personnel
6. Financial report
7. Library Director's report
8. Old business
9. New business
10. Closed session
11. Adjournment

Steeleville Area Public Library District

January 18, 2021

Minutes

**Roll call and Declaration of quorum:** Cheryn called the meeting at 7:05p. m. Kim made a motion to accept the minutes and Kelly seconded it. Motion carried.

**Present:** Cheryn Sutton, Mary Lynn Gerlach, Kevin Knop, Michael Minton, Neal Haertling, Kim Knop, Kelly Bury

**Absent:**

**Staff Present:** Rachel Rheinecker

**Visitors:**

**Correspondence:**

Standing Committee Reports:

- a. **Finance:** Tax levy and comptrollers report are done.
- b. **Library Policy:** We will follow the state and Federal ADA act. Kelly gave us a copy of Mission statement to put in our library book.
- c. **Building and Grounds:** Mary Lynn made the motion to replace the outdoor lights at the cost of \$858.87. Kelly seconded it. Roll call vote: Mary Lynn yes, Kelly yes, Neal yes, Kevin yes, Kim yes, Michael yes and Cheryn yes.
- d. **Public Relations:**
- e. **Technology:**
- f. **Personnel:**
- g. **Financial Report:** Kim made the motion to accept the treasurer's report. Kevin seconded it. Motion carried.

## **Library Director's Report:**

- A. Staff and Staff Development:
  - Mandatory annual sexual harassment training completed 12/21
- B. Collection Management:
  - First purchase made for Back to Books Grant
  - 10 survey responses so far
- C. Collaboration with Partners/Outreach
  - New book recommendations page on website; patrons/board/staff can recommend favorite books
  - Started planning our annual Superhero Day (virtual) - Feb 27
- D. Administration
  - Reimbursement for PPE grant should be received within 4 weeks from January 15
  - Back to Books Grant (Audio and Large Print) - first purchased based on survey data December 28
    - i. Quarterly reimbursement form submitted Jan 5
    - ii. Still have \$3000+ to spend
  - Working on Per Capita Grant, due March 15
    - i. Director and Board reviewed Serving Our Public 4.0 checklists
    - ii. Discussed policies and procedures

## **Old Business:**

**New Business:** Kim made a motion to send Rachel to Library Directors Boot Camp. Neal seconded it. Motion carried.

**Adjournment:** Kim made a motion to adjourn at 7:35. Michael seconded it. Motion carried.

**Respectfully submitted,**

**Mary Lynn Gerlach, Secretary**