

**MINUTES**  
**STEELEVILLE AREA PUBLIC LIBRARY DISTRICT**  
**December 17, 2018**

**PRESENT:** Carolyn Bert, Mary Lynn Gerlach, Neal Heartling, Kevin Knop, Kim Knop,

**ABSENT:** Cheryn Sutton and Shirley Kuhn

**STAFF PRESENT:** Sarah Neal

**VISITORS PRESENT:** Barb Jeremiah

Vice- President Kim Knop opened the meeting at 7:01 pm.

**CORRESPONDENCE:** None

**STANDING COMMITTEE REPORTS:**

**a. Finance:** Barb Jeremiah presented the Annual Financial Report for FY 2018 to the board. Carolyn Bert made the motion to approve the Annual Financial Report for FY 2018 for the State of Illinois Comptroller. Kevin Knop seconded the motion. Motion carried.

**b. Library Policy:** Meeting and Holiday Notices for 2019 are attached. Please place them in your binder and make note of them on your calendars.

Mary Lynn Gerlach made the motion to keep our closed meeting minutes closed. Kevin Knop seconded it. Motion carried.

**c. Building and grounds:** None

**d. Public Relations:** May 4th BBQ sale at Dave's this year.

**e. Technology:** None

**f. Personnel:** Personnel issues are being managed.

**FINANCIAL REPORT:** Kevin Knop made the motion to approve November 2018 financial reports, Neal Haertling seconded the motion. Motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- A. A. Staff and Staff Development
  - 1. Scheduled change
  - 2. Employee evaluations
  - 3. Staff Meeting December 29<sup>th</sup> 9-11 a.m.
    - i. Cleaning Schedule

- ii. Book Shelving issues
  - iii. Review Emergency Protocols
- B. Collection Management
- C. Organization of the Library
  - 1. Classics section is complete
  - 2. Signs finished
- D. Collaboration with Partners / Outreach
  - 1. Family Reading Night-Delivered books and cancelled reading
  - 2. Story Hour- December 15<sup>th</sup>
  - 3. St. Mark's Pre-k to visit December 14<sup>th</sup>-9 a.m.
  - 4. Adult programming
    - i. Restart book club in January
    - ii. Looking at programs and events
- 1. Staff suggest allowing alcohol at certain events
  - 5. Kids Craft night -December 15<sup>th</sup>
  - 6. Lynn Langrehr is retiring from ROE department effective December 31
  - 7. Reading Bingo-Gift card
  - 8. Grade school library skills questions
- E. Administration
  - 1. Clearwave-almost done
  - 2. Per Capita grant-done
  - 3. E-rate

Kim Knop suggested kids be made to read to pay down fines. Sarah will look into this.

**OLD BUSINESS:** County Clerk's office claims not to have received updates from the library on current Board Members but Carolyn has been sending them the letters and has additional copies of them. From now on the library will send the County Clerk's office letters via certified mail to ensure they are getting there and to help with any future confusion on the issue.

**NEW BUSINESS:** Cheryl Kulman at the grade school was concerned about library computer filters. She had a her class down when another patron was watching a music video with questionable content. The library board keeps an eye on students at the computers and has filters in place to prevent serious issues but cannot stop patrons from viewing music videos. We will continue to do our best to ensure a safe environment for all our patrons.

**CLOSED SESSION:**

**ADJOURNMENT:**

Carolyn Bert made a motion to adjourn, Kevin Knop seconded it. Motion carried.  
Meeting adjourned at 7:33 pm.

**Respectfully submitted,  
Shirley Kuhn, Secretary**

Steeleville Area Public Library District – December 18, 2018

