

**MINUTES**  
**STEELEVILLE AREA PUBLIC LIBRARY DISTRICT**  
**April 16, 2018**

**PRESENT:** Carolyn Bert, Mary Lynn Gerlach, Neal Haertling, Kim Knop, Kevin Knop, Shirley Kuhn, Cheryn Sutton  
President Cheryn Sutton opened the meeting at 7:02 pm.

**ABSENT:** None

**STAFF PRESENT:** Sarah Neal

**VISITORS PRESENT:** No

**CORRESPONDENCE:** No

**STANDING COMMITTEE REPORTS:**

a. **Finance:** None

b. **Library Policy:**

Copies of the new policy for the Library District Orientation for New Members were distributed to the board for inclusion into their respective handbooks.

c. **Building and grounds:**

Due to bad weather the library grounds cleaning has not been completed yet, but it's a work in progress in between the cold, rain, and winds.

d. **Public Relations:**

e. **Technology:** None

f. **Personnel:**

Our Library Director has gotten several resumes for not one but two part time jobs to be filled at the Library. Brianna Huseman has decided to come back to work part time and fill two days. Board plans to hire one additional person for a clerk position. Elaine Evers has announced her pending retirement. We will miss her!

**FINANCIAL REPORT:**

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

**LIBRARY DIRECTOR'S REPORT:**

- A. Staff and Staff Development
  - 1. Elaine retiring in May-June
  - 2. Applications
  - 3. Brianna
- B. Collection Management
  - 1. Book Sale books almost ready
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
  - 1. Story Hour- April 21
  - 2. Book club -May 17, 3:30-4:30
  - 3. Christy Howell's plant classes-April 19
  - 4. Camp Half-Blood Week April 9-14 (10-12 students)
  - 5. Disney Day April 28, 9-1
  - 6. Perandoe
- E. Administration
  - 1. Phones still not working
  - 2. Book Sale schedule

**OLD BUSINESS:**

The board is planning to have a BBQ fundraiser at Dave's IGA on September 8th at Dave's IGA as the June 2nd date had already been taken. Donated and weeded books will also be available.

**NEW BUSINESS:** None

**CLOSED SESSION:** No

**ADJOURNMENT:**

Mary Lynn Gerlach made a motion to adjourn, Kevin Knop seconded it. Motion carried. Meeting adjourned at 7:45 pm.

**Respectfully submitted,**

**Shirley Kuhn, Secretary**