

MINUTES
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
March 19, 2018

PRESENT: Carolyn Bert, Mary Lynn Gerlach, Neal Haertling, Kim Knop, Shirley Kuhn, Cheryn Sutton

The library board appoints Neal Haertling to the board for 5 years, to April of 2023.
Welcome aboard Neal!

ABSENT: Kevin Knop

STAFF PRESENT: Sarah Neal

VISITORS PRESENT: Barbara Jeremiah

CORRESPONDENCE:

Barbara Jeremiah, Bookkeeper for the Steeleville Public Library District is here to present and review the FY 2017 Annual Financial Report with the library board. This report is required by the State of Illinois Comptroller's Office. Mary Lynn Gerlach made a motion to accept the report as presented. Kim Knop seconded it. Motion carried.

STANDING COMMITTEE REPORTS:

a. **Finance:** None

b. **Library Policy:**

Copies of the new policy for the Library District Orientation for New Members were handed out to the board for approval by Carolyn Bert. Kim Knop made a motion to approve the new policy. Cheryn Sutton seconded the motion. Motion carried.

c. **Building and grounds:**

There was a discussion on how to better facilitate cleaning services at the library.
There will be a library grounds cleaning day on Saturday, April 7, starting at 10 am.

d. **Public Relations:**

A memorial donation of \$1,300 was contributed by the family of Evelyn Brockmeyer in her memory.
Thank you kindly for this generous gift.

e. **Technology:** None

f. Personnel:

Our library director is looking for a part time employee and posted a request for applicants in the local paper.

FINANCIAL REPORT:

January: Attached. A motion to accept the January 2018 report was made by Kim Knop, seconded by Mary Lynn Gerlach. Motion carried.

February: Attached. A motion to accept the February 2018 report was made by Cheryn Sutton, seconded by Shirley Kuhn. Motion carried.

LIBRARY DIRECTOR'S REPORT:

- A. Staff and Staff Development
 - 1. Staff CPR training-didn't do
 - 2. Submitted job ad to County Journal
- B. Collection Management
 - 1. Weeded LT and Christian
 - 2. Ordered more LT and Christian with EB memorial money
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
 - 1. Story Hour- March 17-13 showed up
 - 2. Craft Club-March 22, 5-6:30 p.m.
 - 3. Book club now every 6-8 weeks to give people time-April 7
 - 4. Christy Howell's plant classes
 - 5. Amnesty Day-March 16
 - 6. Camp Half-Blood Week April 9-14
 - 7. Disney Day April 28, 9-1
- E. Administration
 - 1. Library Cleaning
 - 2. Phones still not working
 - 3. Back to Books Grant due March 30

OLD BUSINESS:

The board is planning to have a BBQ fundraiser at Dave's IGA on June 2nd, if this date is available there that day. We will also offer donated and weeded out books in exchange for donations.

NEW BUSINESS: None

CLOSED SESSION: No

ADJOURNMENT:

Kim Knop made a motion to adjourn, Cheryn Sutton seconded it. Motion carried.
Meeting adjourned at 8:10 pm

Respectfully submitted,

Shirley Kuhn, Secretary