

MONDAY DECEMBER 16, 2019

7:00 P.M.

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

AGENDA

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. Adjournmen

Minutes

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

November 18, 2019

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

**Absent:**

**Staff Present:**

**Visitors Present:**

**Cheryn opened the meeting at 7:05 pm**

Kelly made a motion to accept the minutes and Kim seconded it. Motion carried.

**Correspondence:** None

**Standing Committee Reports:**

**a. Finance** Mary Lynn made a motion for Michael to talk to Stephanie about shared costs. Kelly seconded. Mary Lynn aye, Kelly aye, Neal aye, Kevin aye, Kim aye, Michael aye, Sharon aye.

**b. Library Policy:**

**c. Building and Grounds:** Barringer Roofing will do roof replacement as soon weather permits.

**d. Public Relations:** A box is to be put out asking for new books for the angel tree.

**e. Technology:**

**f. Personnel:** Mary Lynn made a motion to do Christmas bonus. Cheryn seconded. Sarah to receive \$100.00 gift card. The part time librarians are to receive \$50.00 gift cards. Barb our bookkeeper will also receive a \$50.00 gift card. Motion carried.

**Financial Report:** E Rate Grant is done. Kim made a motion to pay the bills. Kevin seconded to pay the bills. Motion carried.

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

- A. Staff and Staff Development
  - 1. Brianna has times and days staff can call her to come in
    - i. Monday, Wednesday, Thursday and Fridays during her lunch and after 4 or 5 p.m.
  - 2. Everyone has each other's numbers and I'm a five minute walk away
- B. Collection Management
  - 1. Pre-ordered all books and will double check them before finalizing order
  - 2. Brianna will catalog books and keep website and Facebook page up-to-date.
- C. Organization of the Library
  - 1. Half of our Smart Space grant money is on the way
    - i. Furniture is ready to be ordered-Brianna and I will take care of it.
    - ii. Staff will work on teen space over Christmas break so not to interfere with classes.
  - 2. Taylor in charge of decorating for Christmas
- D. Collaboration with Partners / Outreach
  - 1. Board Game Day-November 15
  - 2. Story Hour
    - i. Thanksgiving story hour-November 16
    - ii. Christmas story hour-December 13
    - iii. Ruth will read, Taylor will cover craft
  - 3. Lego Club
    - i. November 13
    - ii. December 11
  - 4. Family Reading Night-November 21
    - i. Readers: Cheryn, Mary Lynn, Carolyn Bert, Shirley Kuhn
    - ii. I have it lined out and books ready for pickup at library
    - iii. Emailed out classes, times and books to be delivered.
  - 5. Library is closed November 28 and 29 for Thanksgiving
- E. Administration
  - 1. Per Capita grant is finished
  - 2. E-rate FY20-21 form 470 is complete waiting for form 471 to come available

## **Old Business:**

## **New Business:**

**Adjournment:** Kevin made a motion to adjourn at 7:38. Kelly seconded it. Meeting adjourned.

**Respectfully submitted,  
Mary Lynn Gerlach, Secretary**