

MONDAY September 21, 2020

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. Adjournment

Minutes
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
August 17, 2020

Present: Cheryn Sutton, Kevin Knop, Kim Knop, Michael Minton and Kelly Bury

Absent: Mary Lynn Gerlach, Neal Haertling

Staff Present: Sarah Neal

Visitors Present:

Cheryn opened the meeting at 7:05 pm

Michael Minton made a motion to approve the minutes. Kelly seconded it. Motion carried.

Correspondence:

Standing Committee Reports:

- a. **Finance:** Michael discussed shared costs and intergovernmental agreement. Committee will meet later to determine exact costs and then schedule an appointment with Dr. Mulholland.

Prevailing Wage: Michael Minton moved to approve Resolution No. 2020-01 ascertaining the general prevailing rate of hourly wages in the locality. Kim seconded it. Motion carried.

- b. **Library Policy:**
- b. **Building and Grounds:** Travis Jeffers will be pulling out bushes for a proposed \$12.50/hr. He may hire two high school students who will then work for \$10/hr. and will continue to assist in landscaping as needed.
- c. **Public Relations:** Community members have requested certain types of books for the Little Libraries. Sarah said she could not guarantee what genres are placed in the Little Libraries as they are donations the library has received from others. She also mentioned that community members may add books to the library and not wait for it to be filled.
- e. **Technology:** None
- f. **Personnel:**

- g. **Financial Report:** Kim made the motion to approve financial report for July. Cheryn seconded. Motion carried.

Library Director's Report:

- A. Staff and Staff Development
- B. Collection Management
 - 1. Digitalize Genealogy records
 - i. Upload onto website and have available for viewing
 - ii. I may include a list of the books available and their indexes so researches can request specific pages rather than trying to copy the whole book or having to work around publishers and copyright issues.
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
 - 1. Working with schools for library visits
 - i. Uploaded images of teen books to website
 - ii. Uploading images of junior books to website
 - iii. They can browse what's here without coming down.
 - 2. Virtual Programs available this month
 - i. Virtual Story Hour
 - ii. Virtual book club via zoom
 - 3. Lent Hakuna Matata legos
 - 4. Mind Growth virtual reading program
 - i. Canadian based reading program with global journey
 - ii. Students record minutes read and for every minute you take so many steps around the world and explore different places and countries via reading app.
 - iii. Could reward each new country visit with a themed gift (candy, book, etc.)
- E. Administration
 - 1. Smart Spaces grant is almost finished
 - 2. IPLAR finished and ready for signatures
 - 3. Community Connect Grant for Hotspots
 - i. ALA and Capital One offered this grant for rural areas to receive \$2000 to purchase 5 hotspots and internet for 2 years through Verizon.
 - ii. Application deadline is August 26, rewarded September 30
 - 4. Illinois State has 3 grants I will apply for to get
 - i. Hotspots and chromebooks for patrons
 - ii. Money for more books
 - iii. PPE for staff

1. Face shields
2. More cleaning supplies

Old Business:

New Business:

Adjournment: Michael made a motion to adjourn. Kelly seconded it. Meeting adjourned 7:38 p.m.

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