

MONDAY August 19, 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. Adjournment

Minutes
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
July 15, 2019

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

Absent:

Staff Present: Sarah Neal

Visitors Present: Bob Sutton

Cheryn opened the meeting at 7:00 pm

Kevin made a motion to approve the minutes. Kim seconded it. Motion carried.

Correspondence: None

Standing Committee Reports:

- a. **Finance:** Mary Lynn made a motion to accept the treasure report. Kim seconded it. Motion carried. Cheryn made a motion to pay the bills. Kelly seconded it. Motion carried.
- b. **Library Policy:** Revise job duties.
- c. **Building and Grounds:** It was discussed to have cleaning crew to do a one-time deep cleaning. Neal made a motion to do this. Kevin seconded it. Motion carried. A new roof was also discussed. Neal made a motion to place an ad in The County Journal to have bids submitted before the next meeting. Must meet Illinois prevailing wages. Michael seconded. Motion carried.
- d. **Public Relations:** Kim made a motion and Mary Lynn seconded it to pay Dale Hartmann \$150.00 for each of the three Little Libraries. Motion carried. Kelly made a motion to place the Little Libraries in Tony's Medcenter, Steeleville Market Place, and Allure salon. Michael seconded it. Motion carried.
- e. **Technology:** Updated all the computers to Windows 10 plus purchased one new one.
- f. **Personnel:** None

Library Director's Report:

- A. Staff and Staff Development:

B. Collection Management: Kelly made a motion and Kevin seconded to charge \$1.00 per night and \$5.00 per week for DVD's less than a year. Motion carried.

C. Collaboration with Partners/Outreach

D. Administration

Old Business:

New Business:

Adjournment: Kevin made a motion to adjourn. Michael seconded it. Meeting adjourned 8:15 p.m.

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