

MONDAY October 21, 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 September 16, 2019

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

Cheryn opened the meeting at 7:00 pm

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

Absent: None

Staff Present: Sarah Neal

Visitors Present: None

Correspondence: None

Standing Committee Reports:

- a. **Finance:** Michael presented ordinance 2020-01 to be put on display and placed in the paper. We are going to contact Dave Holder to do an audit.
- b. **Library Policy:** None.
- c. **Building and Grounds:** H.E.C. professional cleaning was hired by the school to do the cleaning at the library. The decision on the new roof will be decided upon at the October meeting. A&W completed the work on the lift station.
- d. **Public Relations:** Oktoberfest will be the 12th. Sign-up sheet was done.
- e. **Technology:** None
- f. **Personnel:** Mary Lynn made a motion to require Taylor to attend GED classes once a week and get GED by the end June. Kelly seconded. Motion carried.
- g. **Financial Report:** Kim made a motion to pay the bills. Kevin seconded it. Motion carried.

Library Director's Report:

- A. A Staff and Staff Development
 1. Staff meeting to review maternity leave: October 5
- B. Collection Management
- C. Organization of the Library

D. Collaboration with Partners / Outreach

1. Board Game Day-September 6, 11:45-2 p.m.
2. Pre-K Story Hour-September 6, 9-10 a.m.
3. Marsha Griffin with Fraud Program-Sept. 16, 4-5 p.m.
4. Autumn Story Hour-September 21
5. Lego Club-September 18
6. Halloween Trunk or Treat-Volunteers
7. Family Reading Night-November 21
 - i. Readers
 - ii. I'll have it lined out and books ready for pickup at library

E. Administration

1. Small Libraries Smart Spaces Grant Update
2. Oktoberfest work schedule, books, ad
3. Per Capita Grant
 - i. Review Chapter 11
 - ii. Chapter 3
 - iii. Watch a video on Organizational Management

Old Business:

New Business:

Adjournment: Kevin made a motion to adjournment at 8:12. Kim seconded. Motion carried.

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