

MINUTES
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
June 18, 2018

PRESENT: Carolyn Bert, Mary Lynn Gerlach, Neal Heartling, Kim Knop, Kevin Knop, Cheryn Sutton.

Vice President Kim Kop opened the meeting at 7:02 pm.

ABSENT: Shirley Kuhn

STAFF PRESENT: Sarah Neal

VISITORS PRESENT: None

Kim Knop made a motion to approve last month's minutes. Neal Haertling seconded it. Motion carried

CORRESPONDENCE: None

STANDING COMMITTEE REPORTS:

a. **Finance:** Library Budget for fiscal year 2018-2019 was presented. Kim Knop made a motion to approve it. Kevin Knop seconded it. Roll call vote: Carolyn Bert-aye; Mary Lynn Gerlach-aye; Neal Haertling-aye; Cheryn Sutton-aye. Library Budget for FY 2018-2019 passed.

b. **Library Policy:** Carolyn Bert made a motion for closed meeting minutes to remain closed. Mary Lynn Gerlach seconded it. Motion carried.
Board members revised the library's long range and short range goals and agreed to add FY 2017-2018 notable events to the library's history.

c. **Building and grounds:**

Cheryn Sutton planted two new plants and the city is going to cut back the evergreen near the parking lot. Issues with missing water keys took place. Cheryn procured two additional keys which are to remain at the library in the tool box. The missing water keys are to be found and their location noted, so staff and board members can water plants during excessive heat and drought.

d. **Public Relations:** None

e. **Technology:** None

f. **Personnel:** None

FINANCIAL REPORT:

May: Attached. A motion was made to accept the Financial Report by Mary Lynn Gerlach, seconded by Kevin Knop. Motion carried.

LIBRARY DIRECTOR'S REPORT:

- A. Staff and Staff Development
- B. Collection Management
 - 1. Weeded Junior Non-fiction, Juniors and Easys
 - 2. Inventory-slow going
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
 - 1. Story Hour- June 16
 - 2. Book club –June 27
 - 3. Summer Reading Program-Glenn Foster show-13 showed
 - 4. Summer Reading Program- 25 signed up so far
 - 5. SRP Story Hours and Crafts
 - 6. Movie License
- E. Administration
 - 1. Clearwave
 - 2. Lights

OLD BUSINESS:

Rasnick memorial dove was selected. Mary Lynn Gerlach made the motion to approve the dove as his memorial plaque for the Giving Tree. Kevin Knop seconded it. Motion carried.

Shirley Kuhn is to look for a plaque for the Grothaus' bench donation.

Sarah Neal is to price an AED for the library through Amazon.

NEW BUSINESS: Cheryn Sutton's cousin to make two frames for newspaper clipping from the Belleville News Democrat. One to be given to Mr. Rasnick and the other to be displayed here at the library.

A picnic table for the library was discussed. Sarah Neal is to decide on the style and Cheryn Sutton will ask her cousin to build it. The library may have to pay for the supplies to build the picnic table.

CLOSED SESSION: No

ADJOURNMENT:

Carolyn Bert made a motion to adjourn, Kevin Knop seconded it. Motion carried.
Meeting adjourned at 7:38 pm.

Respectfully submitted,

Sarah Neal, Library Director

Steeleville Area Public Library District – June 18, 2018

