

**MINUTES**  
**STEELEVILLE AREA PUBLIC LIBRARY DISTRICT**  
**October 15, 2018**

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

**ABSENT:** none

**STAFF PRESENT:** Sarah Neal

**VISITORS PRESENT:** None

President Cheryn Sutton opened the meeting at 7:08 pm.

**CORRESPONDENCE:** None

**STANDING COMMITTEE REPORTS:**

a. **Finance:** None

b. **Library Policy:** None

c. **Building and grounds:**

A fall cleanup of the library grounds by the board is scheduled for November 10 starting at 9:30 am.

Mary Lynn Gerlach said that several groups will be involved in building and funding the picnic table that we are working on getting for the library grounds. More information about this will be submitted later. She asked the board if current library funds could be used to pay for the concrete pad to set the picnic table on. Kim Knop made a motion to use library funds for this and Kevin Knop seconded the motion. Motion carried.

d. **Public Relations:**

Oktoberfest was October 13th and book donation proceeds were \$214.84.

The library's BBQ fundraiser at Dave's grocery is set for October 20th from 10:00 am to 2:00

e. **Technology:** No

f. **Personnel:**

The board decided that Taylor Cathcart should be approached and asked if she wants to enroll in the IMRF (Illinois Municipal Retirement Fund) as she will have worked 1000 hours this year.

**FINANCIAL REPORT:** No report. September and October will both be submitted next month.

**LIBRARY DIRECTOR'S REPORT:**

- A. Staff and Staff Development
- B. Collection Management
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
  - 1. Lego Club-36 kids
  - 2. Book club –cancelled
  - 3. BBQ fundraiser-Moved to October 20<sup>th</sup>
  - 4. Story Hour- October 20<sup>th</sup>
  - 5. Lapsit starts October 16<sup>th</sup>
  - 6. Oktoberfest Book sale-\$214.83
  - 7. Trunk or Treat-October 31, 5:30-8 p.m.
  - 8. Adult programming suggestions?
- E. Administration
  - 1. Clearwave

**OLD BUSINESS:**

A review and discussion of library insurance coverage took place. Kim Knop made a motion to accept the proposal by Minton Insurance. Kevin Knop seconds the motion. Motion carried.

**NEW BUSINESS:**

Library sponsored school visits to read to classes will be scheduled soon, set for November 15th.

**CLOSED SESSION:** No

**ADJOURNMENT:**

Kevin Knop made a motion to adjourn, Neal Heartling seconded it. Motion carried.  
Meeting adjourned at 7:46 pm.

**Respectfully submitted,  
Shirley Kuhn, Secretary**