Minutes

Roll call and Declaration of quorum: Cheryn Sutton called the meeting to order at 7:07

Present: Mary Lynn Gerlach, Kim Knop, Cheryn Sutton, Michael Minton and Kevin Knop.

Approval of Last Month’s Minutes: Kim made the motion and Kevin to accept the motion to approve last month’s meeting Motion carried.

Absent: Neal Haertling and Dana Warren

Staff Present: Rachel Rheinecker

Visitors: None

Correspondence:

Standing Committee Reports:

a. Finance:

b. Library Policy: Continuing to work on policy.

c. Building and Grounds: Need new parts on one HVAC unit. Cost is $2425.59. Quote is from Williams Heating and Cooling. Mary Lynn made the motion to do the repairs. Michael seconded it. Roll call vote: Mary Lynn yes, Michael yes, Kevin yes, Kim yes and Cheryn yes. Motion carried.

d. Public Relations:

e. Technology:

f. Personnel:

Financial Report: Mary Lynn made the motion to accept the financial report. Kim seconded it. Motion carried.

Library Directors Report:

A. Staff and Development:
   - Taylor started FT December 1
   - Drake starts classes January 19
   - Jennifer Diercks started December 17
   - Taylor will be out January 10 – 24 for surgery
STEELVILLE AREA PUBLIC LIBRARY DISTRICT

B. Collection Management
   - Planning reorganization of junior/tween/teen/new adult books in Spring 2022

C. Organization of the Library
   - Purchased paper roll cart/storage with grant money

D. Collaboration with Partners/Outreach
   - Polar Express event December 11, 24 children, 2 teens, 13 parents
   - Candy cane scavenger hunt all December – very popular
   - Game day every other Monday - Drake hosting D&D, other games available
   - Elf on the Shelf sendoff Tues, Dec 21, 3-6pm
   - Book Tasting (Adult Fiction) January 3
   - Hoping to start up Teen Advisory Board by the end of January

E. Administration
   - IL Humanities grant planned purchases: microwave, book cart
   - ISL grant planned purchases: button maker, wifi printer, PPE
   - Notary Public services ready

Old Business: We are continuing to do the paperwork on the per capita grant, reviewing Serving Our Public 4.0.

New Business:

Adjournment: Michael made a motion and Kevin seconded it to adjourn at 7:53 p.m. Motion carried.

Respectfully submitted,

Mary Lynn Gerlach