

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

December 20, 2021

*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

## STEELEVILLE 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