

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

November 15, 2021

*Minutes*

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

**Present:** Mary Lynn Gerlach, Kim Knop, Dana Warren, Cheryn Sutton, Michael Minton and Neal Haertling

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

**Absent:** Kevin Knop

**Staff Present:** Rachel Rheinecker

**Visitors:** None

**Correspondence:**

Standing Committee Reports:

**a. Finance:** Mary Lynn made the motion to approve the Annual Finance Report. Cheryn seconded it. Roll call vote was: Mary Lynn yes, Cheryn yes Neal yes, Kim yes, Michael yes and Dana yes.

**b. Library Policy:**

**c. Building and Grounds:** Tabled bid from A & I for lights

**d. Public Relations:**

**e. Technology:**

**f. Personnel:** Neal made the motion to hire Taylor full time. Kim seconded it. Motion carried.

**Financial Report:** Kim made the motion to pay the bills. Neal seconded it. Motion carried.

**Library Directors Report:**

**A. A Staff and Staff Development:**

- Taylor completed GED 10/29/21
- Taylor finished barcoding training 11/4/21
- Drake completed internship, not hired on by CTS
- Hiring new circulation clerk

**B. Collection Management:**

- Looking into Hoopla
- Adding more manga and graphic novels

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C. Organization of the Library:

- Purchasing paper roll cart
- Preparing to decorate for Christmas

D. Collaboration with Partners/Outreach:

- Hoyleton Housing Spanish Covid-19 Support Program November 6
- Elf on the Shelf story hour November 13
- Family Reading Night November 18 – Family reading challenge and books to school
- Polar Express event December 11
- Book Tasting (adult fiction) in January
- Restarting game day once a month
- Planning to start a Teen Advisory Board for planning/running teen events

E. Administration:

- Rachel taking vacation November 18-22
- Illinois Humanities COVID-19 Relief + Recovery Grant \$5000 purchases underway, received full amount
- Road to Recovery COVID-19 Grant \$6000 purchases underway, to be reimbursed
- Notary Public certificate received, waiting on stamp/supplies
- Security cameras up and running

**Old Business:** We are continuing to do the paperwork on the per capita grant.

**New Business:** To approve the FY 21-22 tax Levy. Kim made the motion to approve it. Cheryn seconded it. Roll call was taken. Kim yes, Cheryn yes, Mary Lynn yes, Neal yes, Michael yes and Dana yes. Motion carried.

Neal made a motion hire Danbury's Professional Cleaning Service to clean carpet and 31 chairs for a cost 635.00. Dana seconded it. Motion carried.

Michael made a motion to pay Country Bloomers \$3,693.00 for landscaping. Dana seconded it. Motion carried.

Mary Lynn made the motion to pay Christmas Bonuses to the following: Rachel 100.00 dollars to Taylor, Drake and Barb 50.00 dollars. Dana seconded it.

**Adjournment:** Dana made the motion to adjourn at 8:21. Michael seconded it. Meeting adjourned.

Respectfully submitted,

Mary Lynn Gerlach