

MONDAY September 16, 2019

7:00 P.M.

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

AGENDA

1. Roll call and declaration of quorum
2. Approval of last month's minutes
3. Visitors
4. Correspondence and communications
5. Standing committee Reports
 - a. Finance
 - b. Library Policy
 - c. Building and Grounds
 - d. Public Relations
 - e. Technology
 - f. Personnel
6. Financial report
7. Library Director's report
8. Old business
9. New business
10. Closed Session
11. Adjournment

Minutes
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
August 19, 2019

Present: Cheryn Sutton, Kim Knop, Mary Lynn Gerlach, Neal Haertling, Michael Minton,

Absent: Kevin Knop, Kelly Bury

Staff Present: Sarah Neal

Visitors Present:

Cheryn opened the meeting at 7:00 pm

Kim made a motion to approve the minutes. Michael seconded it. Motion carried.

Correspondence: None

Standing Committee Reports:

- a. **Finance:** Mary Lynn made a motion to approve the prevailing wage. Sharon seconded it. Motion carried. Cheryn made a motion to pay the bills. Kelly seconded it. Motion carried.
- b. **Library Policy:** Cheryn made a motion to accept the new employee conduct and disciplinarian action policy. Kim seconded motion. Motion carried. Cheryn made a motion to add employee cell phone policy use when working. Neal seconded it. Motion carried. Neal made a motion to add the disposal of library material policy. Mary Lynn seconded. Motion carried. Kim made a motion to accept the volunteer policy. Michael seconded. Motion carried.
- c. **Building and Grounds:** Neal submitted a bid from A & W plumbing to fix lift station plus concrete work. Neal made a motion to accept bid and Kim seconded. Motion carried. We have five bids for new roof. Neal, Michael and Kevin will review bids and make a recommend in September meeting which one to go with.
- d. **Public Relations:**
- e. **Technology:**
- f. **Personnel:** Mary Lynn made a motion to accept the employee cleaning schedule. Michael seconded. Motion carried.

Director Job description, duties and responsibilities updated. Motion made by Michael Minton, Kim Knop seconded. Motion carried.

Library Director's Report:

- A. Staff and Staff Development:
- B. Collection Management:
- C. Collaboration with Partners/Outreach
 - 1. Back to School Story Hour-August 17
 - 2. Class schedule
 - 3. Wizardfest- August 31, 10-11:45 p.m.
 - 4. Board Game Day-September 6, 11:45-2 p.m.
 - 5. Lego Club-September 18
- D. Administration
 - 1. Small Libraries Smart Spaces Grant Update
 - 2. IPLAR-Secretary Audit
 - 3. Maternity Leave

Old Business:

New Business:

Adjournment: Neal made a motion to adjourn at 8:36 p.m. and Kim seconded. Motion carried.

**Respectfully submitted,
Mary Lynn Gerlach, Secretary**
