

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

NOVEMBER 20, 2023

*MINUTES*

**Roll call and Declaration of quorum:** Kim called the meeting to order at 7:06

**Present:** Kim Knop, Randy Sherman, Michael Minton, LaTisha Bievenue.

**Absent:** Cheryn Sutton, Kevin Knop, Dana Warren.

**Approval of Last Month's Minutes:** Michael made the motion and Randy seconded to approve the minutes from last month's meeting. Motion carried.

**Staff Present:**

**Visitors:**

**Correspondence:** Received a \$500 card donation from Lisa Lowery Rohlfing for not banning books. Byrd's Body Shop made a \$1000 donation.

**Standing Committee Reports:**

**a. Finance:** Vote to approve Budget and Appropriation Ordinance. Randy, aye; LaTisha, aye; Kim, aye; Michael, aye. Approved. Vote to approve Tax Levy. Kim, aye; Randy, aye; LaTisha, aye; Michael, aye.

**b. Library Policy:**

**c. Building and Grounds:** Bob will be contacting Randy about window repairs.

**d. Public Relations:** Percy Trunk-or-Treat had a good turn out this year.

**e. Technology:** Michael made the motion and Randy seconded to stagger computer/laptop purchase.

**f. Personnel:** Rachel on vacation until December 3<sup>rd</sup>.

**Financial Report:** Randy made the motion and Kim seconded to pay the bills. Motion carried.

## **Library Directors Report:**

Staff & Staff Development

Collection Management

Organization of the Library

- Halloween decorations are down; Christmas decorations going up this month

Collaboration with Partners & Outreach

- Percy Trunk or Treat – handed out about 115 treat bags
- Book Sale – October 12-14
- Monthly:
  - Teen Advisory Board October Meeting – 5 teens
  - Lego Club Nov session – 26 kids
  - Craft Club Nov session – 22 kids
  - No regular story hour this month
  - Next Book Club – December 8, 4:15pm
  - Game Days every Friday (Age 13 and up)
- Stella's Stuffie Sleepover – Elf on the Shelf hosted a toy sleepover on Nov 13-14
  - 10 kids dropped off a toy
  - When kids picked up their toy the next day, they got a little booklet with photos of the activities their toys did over night
- Teen Book Club started by a T.A.B. member
  - Meeting every 2 months
  - First meeting Nov. 15 – 2 attended

Administration

- Did not receive Rob-See-Co grant
- Illinois Humanities Grant still says undecided
- Applied for ALA Accessibility grant to pay for automatic doors and to upgrade lighting
  - Decision on February 8
- Working on Erate form 470
- Started work on Per Capita Grant

## **Old Business:**

**New Business:** Discussed upcoming election for Randy, Kevin, and LaTisha. Randy will be contacting the courthouse. December 18<sup>th</sup> meeting will be the Christmas Party.

Reviewed Serving Our Public chapters 12 & 13.

**Adjournment:** LaTisha made the motion to adjourn at 7:43. Michael seconded. Motion carried.

**Respectfully submitted,**

**LaTisha Bievenue**