

Minutes for August 18, 2025 Board Meeting

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

Minutes

August 18, 2025

Roll call and Declaration of quorum: Cheryn called the meeting to order at 7:05

Present: LaTisha Bievenue, Kevin Knop, Kim Knop, Randy Sherman, Cheryn Sutton

Absent: Michael Minton, Dana Warren

Approval of Last Month's Minutes: Kim made the motion and Cheryn seconded to approve last month's minutes. Motion carried.

Staff Present:

Visitors:

Correspondence:

Standing Committee Reports:

a. Finance: Received remainder of June DeBernardi's estate funds

b. Library Policy:

c. Building and Grounds: Discussed landscaping brick with a budget of \$250

d. Public Relations:

e. Technology:

f. Personnel: Kenzie is officially staff

Financial Report:

Library Directors Report:

Staff & Staff Development

- Closing the library August 29 for a staff development day
- Kenzie completed her work experience program and is officially staff as of 8/12/25
- Hollie's PWE was ended early
- Planning to close one day in October so staff can participate in the library crawl
 - Book Club is also invited to join us

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Collection Management

Organization of the Library

- Staff room reorganization is well underway
 - New cabinet is set up
 - Craft and supply cabinets have been organized
 - Cardboard cart purchased and organized
 - Kitchen storage cabinet is purchased
 - New coffee cart with storage space is set up
- Storage closet is next to be organized
- Still shopping for a cabinet for the office
- New furniture is set up
 - 3 pieces of the old furniture have been claimed so far

Collaboration with Partners & Outreach

- September programs
 - Theatre Club Broadway Karaoke – September 4 (Kenzie's first program)
 - Adult Book Club – September 5
 - Afternoon Tea – September 17 (Suzy's first program)
 - Flour Power Hour/ Baking Club – September 24 (Suzy's 2nd program)
 - Fantasy Fest – September 20
 - Trivia Night – September 26
- Upcoming in October
 - Lego Club, Craft Club, Story Hour, and Teen Advisory Board starting back up
 - Library Crawl
 - Percy Trunk-or-Treat
 - Coraline Interactive Movie

Administration

- Received Tech Grant funds - \$12,500
 - PC upgrades started 8/13
 - A few more PCs to replace
 - Switches and routers to update
 - Remaining funds will go towards new security cameras
- June DeBernardi's estate finalized, received an additional \$57,000

Old Business:

New Business: Reviewed chapters 10-11 of Serving Our Public 4.0

Adjournment: Kevin made the motion and Cheryn seconded to adjourn the meeting, Motion carried.

Respectfully submitted,

LaTisha Bievenue