AGENDA

February 16, 2021

7:00 P.M.

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

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
Roll call and Declaration of quorum: Cheryn called the meeting at 7:05p. m. Kim made a motion to accept the minutes and Kelly seconded it. Motion carried.

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

Absent:

Staff Present: Rachel Rheinecker

Visitors:

Correspondence:

Standing Committee Reports:

a. Finance: Tax levy and comptrollers report are done.

b. Library Policy: We will follow the state and Federal ADA act. Kelly gave us a copy of Mission statement to put in our library book.

c. Building and Grounds: Mary Lynn made the motion to replace the outdoor lights at the cost of $858.87. Kelly seconded it. Roll call vote: Mary Lynn yes, Kelly yes, Neal yes, Kevin yes, Kim yes, Michael yes and Cheryn yes.

d. Public Relations:

e. Technology:

f. Personnel:

g. Financial Report: Kim made the motion to accept the treasurer’s report. Kevin seconded it. Motion carried.
Library Director’s Report:

A. Staff and Staff Development:
   • Mandatory annual sexual harassment training completed 12/21

B. Collection Management:
   • First purchase made for Back to Books Grant
   • 10 survey responses so far

C. Collaboration with Partners/Outreach
   • New book recommendations page on website; patrons/board/staff can recommend favorite books
   • Started planning our annual Superhero Day (virtual) – Feb 27

D. Administration
   • Reimbursement for PPE grant should be received within 4 weeks from January 15
   • Back to Books Grant (Audio and Large Print) - first purchased based on survey data December 28
     i. Quarterly reimbursement form submitted Jan 5
     ii. Still have $3000+ to spend
   • Working on Per Capita Grant, due March 15
     i. Director and Board reviewed Serving Our Public 4.0 checklists
     ii. Discussed policies and procedures

Old Business:

New Business: Kim made a motion to send Rachel to Library Directors Boot Camp. Neal seconded it. Motion carried.

Adjournment: Kim made a motion to adjourn at 7:35. Michael seconded it. Motion carried.

Respectfully submitted,

Mary Lynn Gerlach, Secretary