

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

October 18, 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, and Michael Minton.

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

Absent: Neal Haertling and Kevin Knop

Staff Present: Rachel Rheinecker

Visitors: None

Correspondence:

Standing Committee Reports:

a. Finance: Dana made the motion to pass the Budget and Appropriation for fiscal 2022. Kim seconded it. Roll call vote was Dana yes, Kim yes, Mary Lynn yes, Michael yes and Cheryn yes. Motion carried.

b. Library Policy:

c. Building and Grounds:

d. Public Relations:

e. Technology:

f. Personnel:

Financial Report: Kim made a motion to pay the bills. Mary Lynn seconded it. Motion carried.

Library Director's Report:

A. Staff and Staff Development:

- Taylor's GED goal: October 20
- Reopened Circulation Clerk Job posting
- Rachel completed Director's University
- ILA annual conference (virtual) Oct 12-14

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B. Collection Management:

C. Organization of the Library:

- Finished cleaning tops of shelves
- New lettered shelf dividers
- Weeded books to donate

D. Collaboration with Partners/Outreach:

- Oktoberfest book sale – \$169.50 (Fri/Sat)
- Halloween movies October 13, 20, 27
- Halloween Story Hour October 25
- Family Reading Night November 18
- Elf on the Shelf story hour in November
- Polar Express event December 11

E. Administration:

- Rachel taking vacation October 28-29 and November 18-22
- Illinois Humanities COVID-19 Relief + Recovery Grant \$5000
- Received Road to Recovery COVID-19 Grant \$6000
- Notary Public application approved
- IHLS Member Day – November 16

Old Business:

New Business:

Kim made a motion to pay for a new laminator with grant money. Dana seconded it. Roll call vote was Kim yes, Dana yes, Mary Lynn yes, Michael yes, Cheryn yes. Motion carried.

Mary Lynn made the motion to renew the insurance with Minton Insurance Agency. Cheryn seconded it. Roll call vote was Mary Lynn yes, Cheryn yes, Kim yes, Michael Abstained, and Dana yes. Motion carried.

Adjournment: Kim made the motion to adjourn at 8:06. Michael seconded. Motion carried.

Respectfully submitted,

Mary Lynn Gerlach, Secretary