

# STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

February 24, 2025

## *Minutes*

**Roll call and Declaration of quorum:** Cheryn called the meeting to order at 7:02

**Present:** Cheryn Sutton, Michael Minton, Randy Sherman, Kim Knop, Dana Warren, LaTisha Bievenue

**Absent:** Kevin Knop

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

**Staff Present:** Rachel Rheinecker

**Visitors:**

**Correspondence:**

**Standing Committee Reports:**

**a. Finance:**

**b. Library Policy:** Discussed changes to weather closure policy for full-time and part-time employees.

**c. Building and Grounds:** The new doors were installed in January. Randy made the motion and Michael seconded to accept Liberty Glass' offer to replace the window. Motion carried.

**d. Public Relations:**

**e. Technology:** Discussed back end update

**f. Personnel:** Work experience employee was hired.

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

**Library Directors Report:**

Staff & Staff Development

- Upcoming Trainings: Safety/Emergency

Collection Management

- Inventory of entire collection is complete, we are now looking for missing items and updating their status & re-barcoding books is complete

## Organization of the Library

- Planning furniture purchases

## Collaboration with Partners & Outreach

- Epilepsy Foundation's Seizure First Aid Training Jan 30: 7 attended
- Lego Club 2/5: 16 attended (K-5<sup>th</sup>)
- Book Club 2/7: 17 attended (we have about 20 consistent members now)
- Craft Club 2/12: 8 attended (K-5<sup>th</sup>)
- Adult & Teen Candle Painting Feb 10: 12 attended (7 adults, 5 teens)
- Christy Howell's Willow Hearts Craft 2/14: 9 attended (6 adults, 3 teens/children)
- Teen Advisory Board is dwindling – may not continue next year
- Story Hour hasn't had good turnout this school year
- Upcoming this Spring:
  - Seed Swap March 8
  - Wicked Movie Showing
  - Coaster Making Craft
  - ICASH with Ginger Womick (IL Treasurer's Dept)
  - Under the Sea Party
  - Crafternoons

## Administration

- ALA LTC Accessible Small and Rural Libraries Grant
  - Door openers have been installed
  - Waiting on A&I bill, should have approximately \$1000 left for lighting
  - Getting bids on lighting
  - Money has to be spent by March 31

## Old Business:

**New Business:** Kim made the motion and Dana seconded to approve the lowest bid for lights in the conference/Nonfiction room. Motion carried. Kim made the motion and Michael seconded to buy children's furniture up to the budgeted amount. Motion carried. Discussed other furniture renovations.

**Adjournment:** Kim made the motion and Michael seconded to adjourn the meeting at 8:04. Motion carried.

**Respectfully submitted,**

**LaTisha Bievenue**