

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

August 21, 2023

*Minutes*

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

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

**Absent:** Dana Warren

**Approval of Last Month's Minutes:** Kim made the motion and Kevin seconded to accept the minutes from last month's meeting. Motion carried.

**Staff Present:** Rachel Rheinecker

**Visitors:**

**Correspondence:**

**Standing Committee Reports:**

**a. Finance:** Kevin motioned to pay insurance for the board. Randy seconded. Motion carried. Stephanie announced she wanted to leave the book keeper position and discussed finding a replacement.

**b. Library Policy:** New Section 5

**c. Building and Grounds:** Discussed putting in strip for window, clean windows in the fall, and plumbing lift station repair.

**d. Public Relations:**

**e. Technology:** Discussed computer quotes.

**f. Personnel:** Rayme announced she will be leaving the part-time position and discussed finding a replacement.

**Financial Report:**

## **Library Directors Report:**

### Staff & Staff Development

- Planning a staff day for a staff meeting and training
- Decided to move Rayme to a volunteer position

### Collection Management

- Getting ready to weed all fiction for the October Book Sale

### Organization of the Library

### Collaboration with Partners & Outreach

- Game Days every Friday (Age 13 and up): attendance varies from 4 to 12
- Herb Butter making class, August 14, 7 attended
- Adult Interactive Movie September 8, 5-7pm (partially after hours) - Grease
- Seizure First Aid Training provided by The Epilepsy Foundation of S. IL- 9/14, 4:30pm
- Book Club, August 25, 4:15pm
- Lego Club, Craft Club, Story Hour, & Teen Advisory Board start up again in September
- September is Library Card Sign Up Month
- Planning a Halloween event in October

### Administration

- Rob-See-Co Rural Library Grant winners will be announced on Sept 28
  - \$1500 to help upgrade our computers
- Applied for an Illinois Humanities General Operations grant for \$10,000
  - Deadline is Sept 15, so probably won't know until October at least
- IPLAR (annual report) is done, just needs secretary's audit and signatures
- Erate 472 and 486 are done

**Old Business:** Kevin made the motion and Kim seconded to pay the bills.  
Discussed Linda Appel memorial.

**New Business:** Kim and Kevin signed to approve the secretary audit. Cheryn and LaTisha signed to approve the IPLAR. Reviewed Chapter 8 and 9.

**Adjournment:** Kim made the motion to adjourn at 7:57. Kevin seconded it. Motion carried.

**Respectfully submitted,**

**Latisha Bievenue**