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
Minutes

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

November 18, 2019

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

Absent:

Staff Present:

Visitors Present:

Cheryn opened the meeting at 7:05 pm

Kelly made a motion to accept the minutes and Kim seconded it. Motion carried.

Correspondence: None

Standing Committee Reports:

a. Finance Mary Lynn made a motion for Michael to talk to Stephanie about shared costs. Kelly seconded. Mary Lynn aye, Kelly aye, Neal aye, Kevin aye, Kim aye, Michael aye, Sharon aye.

b. Library Policy:
C. **Building and Grounds:** Barringer Roofing will do roof replacement as soon weather permits.

d. **Public Relations:** A box is to be put out asking for new books for the angel tree.

e. **Technology:**

f. **Personnel:** Mary Lynn made a motion to do Christmas bonus. Cheryn seconded. Sarah to receive $100.00 gift card. The part time librarians are to receive $50.00 gift cards. Barb our bookkeeper will also receive a $50.00 gift card. Motion carried.

6. **Financial Report:** E Rate Grant is done. Kim made a motion to pay the bills. Kevin seconded to pay the bills. Motion carried.

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**Library Director's Report:**

A. Staff and Staff Development:

B. Collection Management:

C. Collaboration with Partners/Outreach

D. Administration
Old Business:

New Business:

**Adjournment:** Kevin made a motion to adjourn at 7:38. Kelly seconded it. Meeting adjourned.

Respectfully submitted,

Mary Lynn Gerlach, Secretary