MONDAY DECEMBER 16, 2019
7:00 P.M.

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

AGENDA

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. Adjournmen
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.

Financial Report: E Rate Grant is done. Kim made a motion to pay the bills. Kevin seconded to pay the bills. Motion carried.
Library Director’s Report:

A. Staff and Staff Development
   1. Brianna has times and days staff can call her to come in
      i. Monday, Wednesday, Thursday and Fridays during her lunch and after 4 or 5 p.m.
   2. Everyone has each other’s numbers and I’m a five minute walk away

B. Collection Management
   1. Pre-ordered all books and will double check them before finalizing order
   2. Brianna will catalog books and keep website and Facebook page up-to-date.

C. Organization of the Library
   1. Half of our Smart Space grant money is on the way
      i. Furniture is ready to be ordered-Brianna and I will take care of it.
      ii. Staff will work on teen space over Christmas break so not to interfere with classes.
   2. Taylor in charge of decorating for Christmas

D. Collaboration with Partners / Outreach
   1. Board Game Day-November 15
   2. Story Hour
      i. Thanksgiving story hour-November 16
      ii. Christmas story hour-December 13
      iii. Ruth will read, Taylor will cover craft
   3. Lego Club
      i. November 13
      ii. December 11
   4. Family Reading Night-November 21
      i. Readers: Cheryn, Mary Lynn, Carolyn Bert, Shirley Kuhn
      ii. I have it lined out and books ready for pickup at library
      iii. Emailed out classes, times and books to be delivered.
   5. Library is closed November 28 and 29 for Thanksgiving

E. Administration
   1. Per Capita grant is finished
   2. E-rate FY20-21 form 470 is complete waiting for form 471 to come available

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