

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

May 15, 2023

*Minutes*

**Roll call and Declaration of quorum:** Cheryn called the meeting to order at 7:01.

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

**Absent:** Kevin Knop

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

**Staff Present:** Rachel Rheinecker

**Visitors:** Judy Wolters, Sabrina Jeremiah, and Natalie Hand

**Correspondence:**

**Standing Committee Reports:**

- a. Finance:** Budget meeting scheduled for May 24<sup>th</sup> at 5pm.
- b. Library Policy:** Discussed handbook
- c. Building and Grounds:** Randy working on flag, trim, and windows
- d. Public Relations:** Look into someone engraving leaf for Linda Appel memorial, Randy put up flyers, Discussed library upcoming events.
- e. Technology:** Discussed replacing four computers by 2025 and upgrading others.
- f. Personnel:** Completed staff evaluation, discussed summer reading program

**Financial Report:** Kim motioned and Randy seconded to pay the bills.

**Library Directors Report:**

Staff & Staff Development

- Staff evaluations are done
- Rayme is working 5-6 on Wednesdays to shelve books and is available to work some Saturdays if needed
- Closed for a staff day on 4/29 to do evaluations, set up for Monster Bash, and attend ROE's tutor appreciation luncheon

Collaboration with Partners/Outreach

- Every month:
  - Game Days every Friday (Age 13 and up): attendance average is 8
  - Lego Club 5/3 session: 17 attended, breaking for summer
  - Craft Club 5/10 Session: 15 attended, breaking for summer
  - Story hour is on break for summer
  - Book Club scheduled for May 26
  - Teen Advisory Board 4/26: 4 attended, made decorations for Monster Bash

## STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

- Monster Bash April 29: 38 children and 32 adults attended
- Epilepsy First Aid program planned for May- July
- Summer Reading Program
  - Theme is Find Your Voice; 8 weeks in June and July
  - Weekly program for kids on Wednesdays, teens on Mondays, movies on Fridays
  - Planning on 4 adult programs; Small Town Sawdust (\$35 per person), Paint & Sip, 2 Gardening Classes with Christy Howell

### Administration

- Did not receive the Dollar General Summer Reading grant, over 2000 applicants
- Received Summer Reading supplies and books from ROE 45 again
- Applied for the Rob-See-Co Rural Library Grant
  - \$1500 to help upgrade our computers
  - Announced on September 28
- New Board Policy Books

**Old Business:** Dana motioned and Kim seconded the approval of the policy update in April.

**New Business:** Discussed Decennial Committees on Local Government Efficiency Act, Michael made the motion and Kim seconded to approve committee,

**Adjournment:** LaTisha made the motion to adjourn at 8:10. Cheryn seconded it. Motion carried.

**Respectfully submitted,**

**Latisha Bievenue**