

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

March 21, 2022

Minutes

Roll call and Declaration of quorum: Cheryn Sutton called the meeting to order at 7:13

Present: Mary Lynn Gerlach, Cheryn Sutton, Michael Minton, Kevin Knop, and Dana Warren.

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

Absent: Neal Haertling

Staff Present: Rachel Rheinecker

Visitors: None

Correspondence:

Standing Committee Reports

- a. Finance:
- b. Library Policy: Continuing to work on policy.
- c. Building and Grounds:
- d. Public Relations
- e. Technology:
- f. Personnel: Reviewed the evaluation for Rachel.

Financial Report: We received the second payment from real estate taxes. Kim made the motion to accept the treasures report. Kevin seconded it. Motion carried. Mary Lynn made the motion to pay bills. Kim seconded. Motion carried.

Library Directors Report:

Staff & Staff Development

- Taylor's surgery scheduled for April 1
- Jennifer put in her two weeks' notice on February 23, her last day was March 3
 - She agreed to stay on payroll and work a couple of days while Taylor is out for surgery
- New listing for 3rd circulation clerk

Collection Management

- Received several manga donations from Brett Montroy

Organization of the Library

- Putting some toys and pillows back out

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Collaboration with Partners/Outreach

- Teen Advisory Board
 - 2nd meeting February 23 – 5 teens attended
 - Next meeting scheduled for March 30
 - Volunteers for Disney Day and Summer Reading
- 2nd book club meeting Mar 11
 - 7 attended counting Taylor and Rachel
- Planning a virtual story hour with Taylor for April
- Dungeons and Dragons / Game day – Mondays
- Preparing for Disney/Star Wars day and Summer Reading Program

Administration

- Grant purchases so far:
 - Shelf dividers, craft paper roll cart, book cart, Summer Reading materials, craft supplies, projector cart, laminators, replacement DVD repair kit, masks for patrons and staff, button maker, microwave
- Planned grant purchases: WiFi printer for patron use
- E-rate 471 submitted on 3/18/22

Old Business: Went over revised library bylaws. Michael made a motion to accept. Cheryn seconded it. Motion carried.

New Business: Got a button maker, and new microwave with grant. Discussed Globe Life insurance opportunity for employees.

Adjournment: Kim made the motion to adjourn at 8:05. Dana seconded it. Motion carried.

Respectfully submitted,

Mary Lynn Gerlach