

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

December 19, 2022

*Minutes*

**Roll call and Declaration of quorum:** Kim called the meeting to order at 7:03.

**Present:** Kim Knop, Kevin Knop, Michael Minton and Randy Sherman.

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

**Absent:** Cheryn Sutton, Dana Warren, Mary Lynn Gerlach

**Staff Present:** Rachel Rheinecker

**Visitors:**

**Correspondence:** Good feedback from Book Club Christmas party.

**Standing Committee Reports:**

a. **Finance:**

b. **Library Policy:**

c. **Building and Grounds:** Terminix contract is monthly; can be canceled any time.

d. **Public Relations:**

e. **Technology:**

f. **Personnel:**

**Financial Report:** Last check was written to Barb Jeremiah. Kevin made the motion to accept the treasurer's report and pay the bills. Randy seconded it. Motion carried.

**Library Directors Report:**

Staff & Staff Development

- Mandatory annual sexual harassment training December 15&16

Collection Management

Organization of the Library

Collaboration with Partners/Outreach

- Teen Advisory Board: 11/30 meeting: 1 attended, Grinchmas prep
- Game Days every Friday 3-6p.m. (Age 13 and up)
- Lego Club 12/7 Session: 16 attended
- Merry Grinchmas 12/10: 40 attended
- Craft Club 12/14 Session: 17 attended
- Gift Wrap Exchange 12/16: 1 attended

## STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

- Story hour 12/21 Story hour: 1 attended
- Book Club - next meeting January 20

### Administration

- Working on the Live and Learn Construction Grant (for automatic doors)
- Looking for a grant to pay for necessary computer upgrades
- Working on Per Capita Grant application
- Erate form 470 submitted 12/14
- Rachel on vacation December 27-30

### **Old Business:**

### **New Business:**

Kevin made the motion to approve the 2023 holiday schedule and 2023 board meeting dates. Randy seconded, motion carried.

Reviewed Serving Our Public 4.0 chapters 10-13.

**Adjournment:** Kim made the motion to adjourn at 7:23. Kevin seconded it. Motion carried.

**Respectfully submitted,**

**Mary Lynn Gerlach**