MONDAY August 19, 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. Adjournment
Minutes
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
July 15, 2019

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

Absent:

Staff Present: Sarah Neal

Visitors Present: Bob Sutton

Cheryn opened the meeting at 7:00 pm
Kevin made a motion to approve the minutes. Kim seconded it. Motion carried.

Correspondence: None

Standing Committee Reports:

a. **Finance:** Mary Lynn made a motion to accept the treasure report. Kim seconded it. Motion carried. Cheryn made a motion to pay the bills. Kelly seconded it. Motion carried.

b. **Library Policy:** Revise job duties.

c. **Building and Grounds:** It was discussed to have cleaning crew to do a one-time deep cleaning. Neal made a motion to do this. Kevin seconded it. Motion carried. A new roof was also discussed. Neal made a motion to place and ad in The County Journal to have bids submitted before the next meeting. Must meet Illinois prevailing wages. Michael seconded. Motion carried.

d. **Public Relations:** Kim made a motion and Mary Lynn seconded it to pay Dale Hartmann $150.00 for each of the three Little Libraries. Motion carried. Kelly made a motion to place the Little Libraries in Tony’s Medicenter, Steeleville Market Place, and Allure salon. Michael seconded it. Motion carried.

e. **Technology:** Updated all the computers to Windows 10 plus purchased one new one.

f. **Personnel:** None

**Library Director’s Report:**
A. Staff and Staff Development:
B. Collection Management: Kelly made a motion and Kevin seconded to charge $1.00 per night and $5.00 per week for DVD’s less than a year. Motion carried.

C. Collaboration with Partners/Outreach

D. Administration

Old Business:

New Business:

Adjournment: Kevin made a motion to adjourn. Michael seconded it. Meeting adjourned 8:15 p.m.

Respectfully submitted,
Mary Lynn Gerlach, Secretary