MONDAY October 21, 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
September 16, 2019

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

Cheryn opened the meeting at 7:00 pm

Kim made a motion to approve the amended minutes. Kevin seconded it. Motion carried.

Absent: None

Staff Present: Sarah Neal

Visitors Present: None

Correspondence: None

Standing Committee Reports:

a. Finance: Michael presented ordinance 2020-01 to be put on display and placed in the paper. We are going to contact Dave Holder to do an audit.

b. Library Policy: None.

c. Building and Grounds: H.E.C. professional cleaning was hired by the school to do the cleaning at the library. The decision on the new roof will be decided upon at the October meeting. A&W completed the work on the lift station.

d. Public Relations: Oktoberfest will be the 12th. Sign-up sheet was done.

e. Technology: None

f. Personnel: Mary Lynn made a motion to require Taylor to attend GED classes once a week and get GED by the end June. Kelly seconded. Motion carried.

g. Financial Report: Kim made a motion to pay the bills. Kevin seconded it. Motion carried.

Library Director’s Report:
A. A Staff and Staff Development
   1. Staff meeting to review maternity leave: October 5
B. Collection Management
C. Organization of the Library
D. Collaboration with Partners / Outreach
1. Board Game Day-September 6, 11:45-2 p.m.
2. Pre-K Story Hour-September 6, 9-10 a.m.
3. Marsha Griffin with Fraud Program-Sept. 16, 4-5 p.m.
4. Autumn Story Hour-September 21
5. Lego Club-September 18
6. Halloween Trunk or Treat-Volunteers
7. Family Reading Night-November 21
   i. Readers
   ii. I’ll have it lined out and books ready for pickup at library

E. Administration
1. Small Libraries Smart Spaces Grant Update
2. Oktoberfest work schedule, books, ad
3. Per Capita Grant
   i. Review Chapter 11
   ii. Chapter 3
   iii. Watch a video on Organizational Management

Old Business:

New Business:

Adjournment: Kevin made a motion to adjournment at 8:12. Kim seconded. Motion carried.

Respectfully submitted,
Mary Lynn Gerlach, Secretary