

Millstadt District Library Board Minutes

Place: Village Meeting Room
115 West Laurel St., Millstadt, IL 62260

Date: September 14, 2022

Time: 7:00 pm

Call to Order: The meeting was called to order by President Bob Englebretson. Those physically in attendance were, Bob Englebretson, Traci Juhas, Norm Sanders, Janice Seidlitz, and Director Nichole Lauko. Patti French and Jennifer Bernstein were absent

Meeting Minutes: The previous meeting minutes from August were approved as read.

Treasurer's Report: The August report was read by Treasurer Janice Seidlitz. The report needed to be corrected for the money market fee. The report was approved per corrections, and the corrected report will be filed for audit. The Treasurers reports were corrected for May, June, July 2022 for payroll. The corrected forms will be filed for audit.

The Scott Credit Union 5year Jumbo Certificate #0105 will mature 11/01/2022. Janice will research additional banks for best rates to renew.

Discussed using Quick Book reports to report treasurers report for the ease of reporting.

The Librarian's Report: Presented by Nichole Lauko. Total bills presented were \$14895.66. An itemized list of the monthly library statistics included: 184 hours open; total circulation 1587; 1006 adult items and 58 youth items; 6.09 items checked out per hour; 705 requested items and 252 loaned items. There were 85 computer users, 943 in attendance: and 302 e-books. The following is a list of hours worked by the library staff: Penny 116.5.; Cinda 68.25; Elizabeth 76.5 and Nichole 160. Nichole asked that the bills be paid and \$7,000 be added to payroll. Norm Sanders made the motion to pay the bills and add \$7,000 to payroll. Janice Seidlitz seconded the motion and the motion carried.

Biblio+ - need to register for SIP2 services- \$200 set up fee and \$200 annual fee- Janice Seidlitz motioned to continue with the plan for Biblio+ set up with additional fees, Norm Sanders seconded the motion and the motion carried.

Nichole reserved ticket for EveryLibrary conference September 26-28

Secretary and Treasure's Audits, IPLAR, National Humanities Grant final report have been completed

Janice Seidlitz made a motion to increase the credit card limit to \$10,000 and to start paying monthly bills with the card, Traci Juhas seconded the motion and the motion carried.

Correspondence:

St. James is requesting a donation for their annual dinner auction. Traci Juhas motioned to donate a non-resident library card to the St. James dinner auction Janice Seidlitz seconded the motion the motion carried.

New Business:

Discussed hiring a new district library attorney- Nichole will research options

Budget and Levy Ordinance 2022-1 Janice Seidlitz motioned to approve and sign the ordinance 2022-1 Ordinance Levying and assessing tax for Millstadt Library District of the County of St. Claire, State of Illinois for the fiscal year beginning the 1st day of July 2022 and ending the 30th of June, 2023. Traci Juhas seconded the motion and the motion carried

Semi-Yearly disposal of closed meeting minutes (18 months)- Janice Seidlitz made a motion to dispose of closed meeting minutes for the last 18 months, Norm Sanders seconded the motion and the motion carried.

Reelection packets were distributed to interested board members for reelection

Exceptional Service to the Library Award- Letter Review, send corrections to Nichole. Plaque price quoted for \$144.25 with engraving for each plate at \$14.

Building Committee:

New Building items to discuss

Heather Erwin spoke regarding unused portion of the Central Bank Building. Space size is 3280 square feet. Operating and rent expense, \$8 a square foot- \$26288 annually, operation cost \$18,000. \$44288 a year/\$4000 a month. Landlord is Central Bank. Room for negotiation. Renovation would require and extended lease agreement. Will tour the space September 26 at 6:30.

Discussed Roy Winkel-Millstadt Museum in their basement- looking for a place to house the collection

Finance Committee:**Hiring Committee:****Fundraising Committee:****Old Business:****Special Projects:**

There being no further business, the meeting was adjourned by President Bob Englebretson.

Respectfully submitted

Traci Juhas