

Millstadt Library Board Minutes

Village Meeting Room 7:00 pm
December 7, 2021

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

Meeting Minutes- The previous board minutes from November were approved. The minutes from the Building Committee were approved. The minutes from the Fundraising Meeting were approved.

Treasurers Report- The December report was read by Treasurer Brenda Goudey. The report was approved and will be filed for audit.

The Library Director's report- was presented by Nichole Lauko. (attached statistics). Total bills presented are \$8,617.85. Nichole Lauko asked to pay the bills and add \$7,000 to payroll. Janice Seidlitz made a motion to pay the bills and add \$7,000 to the payroll. Jennifer Bernstein seconded the motion and the motion carried.

Nichole asked for extended hours for Saturday, January 15 for the Author's Faire, instead of 10-2, 10-4. Patti French motioned to extend the hours on January 15. Janice Seidlitz seconded the motion and the motion carried.

Nichole will be purchasing a full page advertisement in the Chamber of Commerce's mailing at the cost of \$100.

A flyer has been created for the new annexation.

The following events were held in November:

Virtual/in person Knitting Night: November 2, 9, 16, 23, 30

Story Hour: November 3, 10, 17, 24

Book Club: November 20

Picture It! Painting Fundraiser: November 9

ComBo: every first Wednesday of the month

GraNo: every first Thursday of the month

Movie Program: October 13

Family Reading Night: November 18

Millstadt Lighted Parade: November 26

Upcoming events:

Virtual and in person Knitting Night, Tuesdays 5:30 to 7:30 pm.

Book Club, last Saturday of the month, December 18 from 10:30 to 11:30am.

Youth Story Time, Wednesdays at 10:00 am.

Crafternoons Craft Program: every Tuesday at 4:00 pm.

Covid-19 Vaccination Clinic: December 1, 22 from 2:00-6:00 pm.

Holiday Open House: Thursday December 2, from 6:00-8:00 pm.

ComBo: Comic Book Club for Children, December 1, 6:00-7:00 pm.

GraNo: Graphic Novel Club for Teen and Adults, December 16, 6:00-7:00 pm.

G&P: Games and Puzzles Club, December 15, 6:00-7:00 pm.

Christmas Eve, Eve Celebration with Pajama Day at the library, Story Time and interactive showing of the *Polar Express* at 5:30 pm.

Friends and Fundraising Meeting: December 27, 7:00 pm.

Building Committee- The committee did not meet.

Finance Committee- A meeting is scheduled for December 8 with the Annexation Committee and the EveryLibrary.

Fundraising Committee- Upcoming event for January 21 and 22, 2022 will be a book sale at the library. February's event may be a virtual 5K.

Old Business- Online payment credit card contract has been signed by Brenda Goudey. It should be 2-3 weeks to begin the process of online payments.

New Business-

A hearing to pass the Budget and Appropriations ordinance No.2021-1 and the Tax Levy Ordinance No.2021-2 was opened by President Bob Englebretson. There were no public comments. Janice Seidlitz made a motion to approve the ordinances. Patti French seconded the motion and the motion carried. Janice Seidlitz made a motion to close the hearing and Patti French seconded the motion and the motion carried.

Executive Session: Review of Covid-19 Quarantine.

Janice Seidlitz made a motion to address the payment of employees due to absences for Covid-19 illness. Patti French seconded the motion and the motion carried.

Meeting was adjourned by President Bob Englebretson.

Respectfully submitted by Jennifer Bernstein

Library Statistics

2021	
	Dec. for Nov.
Bills Presented	
Hours Open	156
Adult Items	606
Youth Items	21
Total Circ.	1067
Items Out Per Hr	4.1
Items Requested	591
Loaned Items	257
Comp Users	53
Attendance	527
e-Books	292
Hours Worked	
Nichole	160
Penny	99
Elizabeth	81
Cinda	72
Total Hrs	412
Average Hrs	103
Payroll transfer	\$7,000