

## **Millstadt District Library Board Minutes**

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 3/13/24

Time: 6:00 pm

### **1) Call to Order**

The meeting was called to order by President Traci Juhas. Those physically in attendance were Traci Juhas, Roxy Jenkins, Ben Steppig, Janice Seidlitz, Bob Englebretson, Heather Erwin and Director Nichole Lauko. Patti French was absent.

### **2) Appearances & Correspondence**

### **3) Review and Approval of Secretary's Report**

Heather Erwin made a motion to approve all minutes as read, with addition of abbreviation change, Janice Seidlitz seconded the motion and the motion carried.

### **4) Review and Approval of Treasurer's Report**

Janice Seidlitz read the Treasurer's Report. The report will be filed for audit.

Heather Erwin made a motion to give Janice Seidlitz and Heather Erwin permission to take \$20k from the new library account to open a new CD for that account. Then take out the maximum out of the money market account that allows us to keep the account open, then add that to the new CD that comes due at the end of March. Ben Steppig seconded and the motion passed.

### **5) Librarian's Report w/ Summary of Statistics Report for the Current Year**

Presented by Nichole Lauko

Total bills presented were \$11,919.24. An itemized list of the monthly library statistics included: 174.5 hours open; 819 Adult Items; 42 Youth Items; 1334 Total Circulation; 5.1 items checked out per hour; 184 requested items and 676 loaned items. There were 76 computer users; 909 in attendance; and 306 e-books. The following is a list of hours worked by the library staff: Nichole 160, Megan 86.75, Emma 66.5, and Maren 82.75.

Bob Englebretson made the motion to pay the bills and add \$9,000 to the payroll. Ben Steppig seconded the motion and the motion carried.

### **6) New Business**

**7) Building Committee**

**8) Fundraising Committee**

The board discussed possible ways to fundraise for the future.

**9) Old Business**

**10) Upcoming Business**

**11) Citizen's Comment**

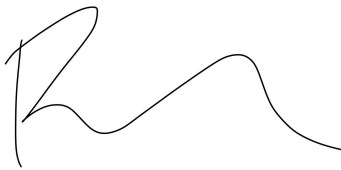
**12) Executive Session**

**13) Meeting Adjourned**

There being no further business, the meeting was adjourned by President Traci Juhas.

Respectfully submitted.

Roxy Jenkins

A handwritten signature in black ink, appearing to be the name 'Roxy Jenkins'. The signature is stylized, starting with a large, looped 'R' followed by a series of connected, wavy lines that end in a small tail.