

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 11/8/23

Time: 7:00 pm

1) Call to Order

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

3) Appearances & Correspondence

4) Review and Approval of Secretary's Report

Patti French made a motion to approve all minutes as read, Ben Steppig seconded the motion and the motion carried.

5) Review and Approval of Treasurer's Report

Traci Juhas read the Treasurer's Report. The report will be filed for audit.

6) Librarian's Report w/ Summary of Statistics Report for the Current Year

Presented by Nichole Lauko. St. James Reading Hour was held at the school. It went well. When the library was open again, the space was still cramped, but things were able to be easily moved. Theater had play meetings. Library is participating in a Millstadt Sister Cities special event in December.

Total bills presented were \$35,001.13. An itemized list of the monthly library statistics included: 130 hours open; 645 Adult Items; 67 Youth Items; 1130 Total Circulation; 5.2 items checked out per hour; 117 requested items and 640 loaned items. There were 70 computer users; 966 in attendance; and 306 e-books. The following is a list of hours worked by the library staff: Nichole 160, Elizabeth 73, Megan 101, and Emma 104.5. Patti French made the motion to pay the bills and add \$8,000 to the payroll. Ben Steppig seconded the motion and the motion carried.

7) New Business

Discuss Trustee Requirements for Per Capita Grant - Trustees will read to be discussed at a future meeting.

New location property usage for events - Policy for ground usage is on a case-by-case basis. This only affects off-season events held at the park when crops are down.

8) Building Committee

Closets are getting organized. Book space is still limited. Storage shed will be discussed at a future meeting.

9) Fundraising Committee

10) Old Business

11) Upcoming Business for October

12) Citizen's Comment

13) Executive Session

Started at 7:56 to discuss personnel matters. Ended at 7:58. The board accepted the resignation of Elizabeth. The hiring process for a new librarian will begin.

14) Meeting Adjourned

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

Respectfully submitted.

Roxy Jenkins