

## **Millstadt District Library Board Minutes**

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 3/12/25

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, Bob Englebreton, Janice Seidlitz, Heather Erwin, Ben Steppig, and Director Nichole Lauko. Board members, Roxy Jenkins and Patti French were absent.

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

We received a "Thank You" note from the Millstadt PTA for sponsoring them with a donation of a Non-Resident card.

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

Heather Erwin made a motion to accept the minutes as read, Ben Steppig seconded. The minutes were approved as read to be filed.

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

Janice Seidlitz read the Treasurer's Report.

Two CDs that were coming due were put into brokered CDs at 4.15% for two years.

There is another CD coming due on March 19.

With the aggressive investments made into CDs, we have made over \$17,000 in interest and have lessened the amount of funds in the General Checking account. To compensate for bills and payroll transfers, funds will need to be transferred from the Money Market account and an upcoming CD will be added to the Money Market account. Another CD in April can also be borrowed from if needed. The Money Market account will be used to transfer funds for Payroll for this month.

Heather Erwin made a motion to transfer funds from the upcoming March CD to the Money Market account and to transfer funds from the Money Market account to Payroll and General Checking and to approve the Treasurer's Report, Bob Englebreton seconded. The report will be filed for audit.

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

Total bills presented were \$2,552.03. An itemized list of the monthly library statistics included: 168 hours open; 991 Adult Items; 114 Youth Items; 1682 Total Circulation; 6.7 items checked out per hour; 342 loaned items and 588 requested items. There were 72 computer users; 978 in attendance; and 341 e-books. The following is a list of hours

worked by the library staff: Nichole 173, Megan 85, Emma 44.5, and Adriana 67.

Nichole Lauko thanked the librarians and fundraising committee members for finishing the barcode duplication. We have a new volunteer working on Mondays and some personnel staffing shifts were discussed.

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

#### **6) New Business**

- The Personnel Policy and Bylaws Documents were reviewed. Additional Bylaw changes were suggested.

Janice Seilitz made a motion to accept the changes made to the Personnel Policy and the Bylaws Document as corrected, Ben Steppig seconded, the motion carried.

#### **7) Building Committee**

#### **8) Fundraising Committee**

- Nichole Lauko spoke about the Leprechaun Crawl fundraising and the upcoming National Library Week celebrations, including a round-up of change at Lee's Home Store.

#### **9) Old Business**

#### **10) Upcoming Business for Next Month**

- Election of Officers
- EIS due at the end of the month

#### **11) Citizen's Comment**

#### **13) Meeting Adjourned**

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

Respectfully submitted.

Nichole Lauko