

## Millstadt Library Board Minutes

August 11, 2021

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

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

**Treasurer's Report:** The July report was read by Treasurer Brenda Goudey. The report was approved and the report will be filed for audit.

**The Librarian's Report:** Presented by Nichole Lauko. Total bills presented were \$5657.77. An itemized list of the monthly library statistics included: 176 hours open; total circulation 1326; 974 adult items and 64 youth items; 6.3 items checked out per hour; 614 requested items and 329 loaned items. There were 74 computer users; 844 in attendance; and 288 e-books. The following is a list of hours worked by the library staff: Penny 106.; Cinda 79.5; Elizabeth 89 and Nichole 160. Nichole asked that the bills be paid and \$7,000 be added to payroll. Janice Seidlitz made the motion to pay the bills and add \$7,000 to payroll. Jennifer Bernstein seconded the motion and the motion carried.

### **Correspondence:**

Received a thank you note from Jefferson Barracks VA Building 51 Veterans for the book donations

### **New Business:**

Discussed and reviewed the guidelines of the deletion of Executive Meeting Recordings. Nichole will delete/complete expulsions of the executive minute recordings according to the deletion of Executive Meeting Recordings guidelines.

### **Building Committee:**

Andy Dogan from Williams Architects presented the board with the final packet/summary of what they have completed to date, phase one. The first phase was concept planning and community engagement phase. Andy discussed in length the next phases and presented a proposal for those phases. Due to some confusing wording regarding the "phases" Andy will make corrections to the proposal for a better understanding of phases of the project. The next phase is the schematic design phase and the phase after is design development. Janice Seidlitz motioned to continue with Williams Architect in the next phases, pending corrections to proposal, to help with financing of the project and grant submittal. Norm Sanders seconded the motion and the motioned carried.

### **Finance Committee:**

Brenda Goudey reviewed with the board the new Quickens budget outline and explained the program process.

**Hiring Committee:**

**Fundraising Committee:**

The committee is compiling potential donor list and a letter to mail.

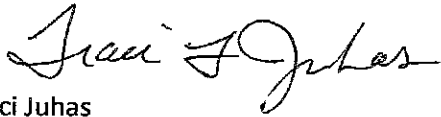
**Old Business:**

The court hearing for District Conversion is August 19, 2021.

**Special Projects:**

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

Respectfully submitted

A handwritten signature in cursive script that reads "Traci Juhas". The signature is written in black ink and is positioned above the printed name.

Traci Juhas