

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 4/9/25

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, Roxy Jenkins, Janice Seidlitz, Heather Erwin, Ben Steppig, and Director Nichole Lauko. Patti French was absent.

2) Appearances & Correspondence

3) Review and Approval of Secretary's Report

The minutes were approved as read to be filed.

4) Review and Approval of Treasurer's Report

Janice Seidlitz read the Treasurer's Report. Last month's Treasurer's Report was corrected. Ben Steppig made a motion regarding CD #000230847 to move \$200,000 to a 2 year CD at Central Bank and \$20,000 to a 6 month CD at FNBWaterloo, as well as giving Janice Seidlitz the authority to reinvest the remainder of the money at her discretion. Bob Englebreton seconded and the motion carried. The report will be filed for audit.

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

Total bills presented were \$3,417.26. An itemized list of the monthly library statistics included: 180 hours open; 930 Adult Items; 110 Youth Items; 1607 Total Circulation; 5.6 items checked out per hour; 378 loaned items and 832 requested items. There were 84 computer users; 1081 in attendance; and 329 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 97, Emma 46.25, and Adriana 76.25.

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

6) New Business

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

7) Building Committee

8) Fundraising Committee

9) Old Business

- Personnel Policy was approved as corrected. By-Laws Documents were also approved. Heather Erwin made a motion to edit both documents as stated and Ben steppic seconded.

10) Upcoming Business for Next Month

- Discuss Option A or B on sending books to the system for cataloging. Deadline end of June
 - Option "A" 14% of Material Budget minus magazines and e-resources or
 - Option "B" \$10.00 per item
- Swear in new Trustees
- Staff Yearly Review
- Finalize Election of Officers

11) Citizen's Comment

12) Executive Session

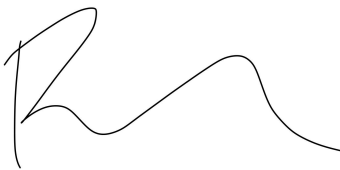
The board entered into Executive Session at 6:11pm and resumed at 6:16pm.

13) Meeting Adjourned

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

Respectfully submitted.

Roxy Jenkins

A handwritten signature in black ink, appearing to be 'Rox' followed by a long, sweeping horizontal stroke.