

## Millstadt District Library Board Minutes

Place: Village Meeting Room  
115 West Laurel St., Millstadt, IL 62260

Date: 12/14/2022

Time: 7:00 pm

---

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

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

**Treasurer's Report:** The November report was read by Treasurer Janice Seidlitz. The report was approved, and the report will be filed for audit.

Due to Illinois State Library Statues, we cannot put money into brokerage firm Edward Jones, so the CD was purchased for the highest interest rate at Central Bank of St. Louis

The Millstadt Library Exemplary Service Award was presented to Justin, Abbie, and Pennie Aymer and Ellie Weathers.

**The Librarian's Report:** Presented by Nichole Lauko. Total bills presented were \$3068.60 An itemized list of the monthly library statistics included: 160 hours open; total circulation 1235; 740 adult items and 44 youth items; 4.95 items checked out per hour; 612 requested items and 202 loaned items. There were 65 computer users; 671 in attendance; and 306 e-books. The following is a list of hours worked by the library staff: Amanda 1, Penny 97; Elizabeth 80.75and Nichole 160. Nichole asked that the bills be paid and \$7,000 be added to the payroll. Janice Seidlitz made the motion to pay the bills and add \$7,000 to the payroll. Jennifer Bernstein seconded the motion and the motion carried.

Insurance Audit was completed

Tiny Library Open House January 26, 2023

### **Correspondence:**

The board accepted Norm Sanders letter of resignation from the library board effective today December 14, 2022

### **New Business:**

Board member petitions can be filed from December 12-19

Annual Fiscal Report- Patti French made a motion to have Sheffel Boyle complete the report, Janice Seidlitz seconded the motion and the motion carried. Must be completed by December 27, 2022

Sworn report of receipts and disbursements will be completed by December 31, 2022

IHLS is asking for a Millstadt Trustee to join their grant program

Janice Seidlitz made a motion to change library hours to 11-7 M- TH, 11-5 Friday, and 10-2 Saturday starting January 1, 2023, Patti French seconded the motion and the motion carried

**Building Committee:**

Discussed a submittal for a proposal for structural engineering services from RLG in the amount of \$3400 for advisement on converting the bank space to library space. Declined the proposal

**Finance Committee:**

**Hiring Committee:**

The last hire did not work out and no longer showed up. Will interview additional candidates

**Fundraising Committee:**

Dates for upcoming fundraiser Mad Hatter Tea Party April 30 May 7 at 2 pm  
Patti French will reserve Zion

**Old Business:**

**Special Projects:**

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

Respectfully submitted

Traci Juhas