

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 6/11/25

Time: 6:00 pm

1) Call to Order

The meeting was called to order by President Heather Erwin. Those physically in attendance were Heather Erwin, Richie Donald, Patti French, Bob Englebretson, Ben Steppig, and Director Nichole Lauko. Roxy Jenkins and Janice Seidlitz were not in attendance.

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

Patti French read the Treasurer's Report. The report will be filed for audit.

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

Total bills presented were \$2948.69. An itemized list of the monthly library statistics included: 178 hours open; 957 Adult Items; 81 Youth Items; 1450 Total Circulation; 5.6 items checked out per hour; 362 loaned items and 706 requested items. There were 102 computer users; 1448 in attendance; and 221 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 95.3, Emma 60.75, and Adriana 34.25.

Bob Englebretson 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

- Semi-Annual closed meeting minute review
 - Richie Donald motioned to open the 10/9/2024 and 6/5/2024 meeting meetings. Patti French seconded the motion and the motion carried.
 - Patti French motioned to delete the 6/14/2023, 9/13/2023 and 11/8/2023 meeting minutes. Bob Englebretson seconded the motion and the motion carried.
- Discussed cost of Non-Resident Library Cards
 - Bob Englebretson made a motion to keep the Non-resident Library Cards proportional to property tax value. Richie Donald Seconded the motion and The motion carried.
- Finalize next year meeting dates
 - Bob Englebretson made a motion to accept next year's meeting dates as

currently scheduled. Richie Donald seconded the motion and the motion carried.

7) Building Committee

- The board discussed various options for a new outdoor Library sign and decided to table this topic for the time being to allow for the building committee to make a decision.
- The board discussed a possible partnership with the senior center for a new Library/Senior Center building on the lot currently designated for the new library.

8) Fundraising Committee

9) Old Business

- Selected new committee members
 - Decided to change "Hiring Committee" to "Hiring/Review Committee"
 - Richie Donald joined "Policies and Procedures Committee"
 - Former Trustee, Traci Juhas, removed from "Building, Hiring and Policies and Procedures Committees"
 - Roxy Jenkins removed from the "Compensation/Finance Committee"
 - Heather Erwin added to "Hiring/Review Committee"
- Nichole will reach out to the "Hiring/Review Committee" to discuss/select a date for annual reviews before the next board meeting.

10) Upcoming Business for Next Month

- Schedule of meeting dates must be made public
- Assess budget and levy
- IPLAR deadline beginning of August

11) Citizen's Comment

12) Executive Session

Discussed reviews/raises/personnel

13) Meeting Adjourned

There being no further business, the meeting was adjourned by Heather Erwin.

Respectfully submitted,
Benjamin Steppig

