

Millstadt District Library Board Minutes

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

Date: January 12, 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, Brenda Goudey, Traci Juhas, Patti French, and Director Nichole Lauko. Janice Seidlitz participated via Zoom. Norm Sanders was absent.

Meeting Minutes: The previous meeting minutes from December for the board meeting, special meeting and fundraising committee were approved as read.

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

Brenda reported that there was an error found in November's treasurer's report under beginning balance of the cash account. The error was corrected and refiled for audit.

The Librarian's Report: Presented by Nichole Lauko. Total bills presented were \$6662.70. An itemized list of the monthly library statistics included: 168 hours open; total circulation 1027; 586 adult items and 28 youth items; 3.8 items checked out per hour; 530 requested items and 225 loaned items. There were 65 computer users; 665 in attendance; and 260 e-books. The following is a list of hours worked by the library staff: Penny 81.; Cinda 76.5; Elizabeth 76.5 and Nichole 160. Nichole asked that the bills be paid and \$7,000 be added to payroll. Jennifer Bernstein made the motion to pay the bills and add \$7,000 to payroll. Patti French seconded the motion and the motion carried.

Correspondence:

Received a thank you note from Millstadt Sister Cities regarding the library's participation at Weihnachtsfest.

Received a thank you from Penny the librarian regarding her sick time off.

Received notice from Mark Shaffer/Illinois State Library that if we have a successful referendum in June, we have 90 days after to secure funding to receive the grant for the new library.

New Business:

Discussed campaign timeline for the yes committee and annexation referendum campaign. Tentative dates have been scheduled for monthly meetings through the vote in June.

January 27, 2022 will be the first information meeting for potential committee members
February 3, 2022 will be the first Yes Committee meeting looking for honorary chairs
March 24, 2022 Open House
April 2022 Kick-off campaign

Building Committee:

Met in person with Andy Dogan architect to review progress and activities to date, fundraising, and next steps. Talked in more detail about schematic design- staff spaces, storage, service points. Discussed engineering site design and stormwater management. Discussed development of mechanical, electrical, structural requirements.

Finance Committee:

Brenda reported that she reached out to a local bank regarding a loan for the new building, she was told to investigate Bonds. Brenda then researched some bond agents and is currently in conversation to learn more.

Hiring Committee:

Fundraising Committee:

Discussed upcoming events. February bake sale. Had to move the potential virtual 5K to March due to a conflicting 5k in town for February.

Survey for the new building and the annexation is now available online. The process of passing out flyers throughout town is also in the works and will start end of this week. Flyer will have the QR code to complete the survey.

Old Business:

Per Capita Grant was submitted.

We are moving forward with the online payment option for patrons. The library has received the new payment machine. We are currently waiting on Epay/Illinois Treasury to finalize the webpage. Nichole had a phone call with them on Monday, January 10, 2022. Once Epay has everything complete they will begin with training. We can set the payments for fees, donations, miscellaneous, and new building fund for example.

Special Projects:

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

Respectfully submitted

Traci Juhas