

## Millstadt District Library Board Minutes

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

Date: 2/8/2023

Time: 7:00 pm

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

Roxy Jenkins was sworn in as new board trustee

**Meeting Minutes:** The previous meeting minutes for January were approved as read.

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

**The Librarian's Report:** Presented by Nichole Lauko. Total bills presented were \$2851.84. An itemized list of the monthly library statistics included: 176 hours open; 809 Adult Items; 44 Youth Items; 1404 Total Circulation; 5.17 items checked out per hour; 645 requested items and 190 loaned items. There were 72 computer users; 763 in attendance; and 342 e-books. The following is a list of hours worked by the library staff: Penny 86.5, Nichole 160, 91 Elizabeth and 34 Megan. Jennifer Bernstein made the motion to pay the bills and add \$7,000 to the payroll. Heather Erwin seconded the motion and the motion carried.

Monthly events continue.

Tiny Library Ribbon Cutting and Open House on Thursday, January 26. Appearance from State Senator Christopher Belt- 30 people attended.

Hired Megan as new librarian

Filed Per Capita and Equalization grant

Completed paperwork to hire Caitlin through St. Clair County intergovernmental grant.

New Library hours are working well.

Hosting the Metro East Public Library Management Meeting in March 16, 2023 from 3-5 pm.

Heather made a motion to close the library on April 14 for Reaching Forward South Conference to send Director and librarians at cost of \$90 per person. Janice Seidlitz seconded the motion and the motion carried.

**Correspondence:**

Secretary of State -Trustee Vacancies reporting

Tiny Library Open House dedication in the Republic-Times

**New Business:**

Received informational correspondents regarding Decennial Committee

State of Illinois Certification to be filed.

**Building Committee:**

Maryville University will visit on February 21 with about 18 students.

Sent correspondence to the Village regarding the remodel and their approval.

**Finance Committee:**

**Hiring Committee:**

**Fundraising Committee:**

Mad Hatter Tea Party- April 30 at Zion Church.

**Old Business:**

The Annual Financial Report is still being completed.

Economic Interest Statement Filing List Sent

**Special Projects:**

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

Respectfully submitted.

Traci Juhas