

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 03.08.2023

Time: 7:00 pm

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

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

Treasurer's Report: The February 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 \$1497.04. An itemized list of the monthly library statistics included: 168 hours open; 738 Adult Items; 45 Youth Items; 1201 Total Circulation; 4.86 items checked out per hour; 592 requested items and 218 loaned items. There were 62 computer users; 692 in attendance; and 277 e-books. The following is a list of hours worked by the library staff: Penny 30.5, Nichole 160, Elizabeth 85, and Megan 96.25. Janice Seidlitz made the motion to pay the bills and add \$7,000 to the payroll. Roxy Jenkins seconded the motion and the motion carried.

Correspondence:

BND covered the Tiny Library

New Business:

Discussed the Decennial Committee

Discussed a new property farming lease for the library land. Will reach out to an attorney for information.

Review Millstadt Library for next month

Long -Range Plan

Personnel Policy

By- Laws Documents

Building Committee

Maryville University Class Visit for library design- Presentations will be March 23 from 1:30-4:00 pm in Design and Visual Art Building #106

Finance Committee:

Hiring Committee:

Fundraising Committee:

Mad Hatter Tea Party will be held April 30 at Zion Church

Old Business:

Annual Financial Report Filed

State of Illinois Certification and Survey Submitted

District Levy Confirmation 2022 Submitted

Executive Session

Went to executive session at 7:44 to discuss personnel issues. End executive session at 7:50

Accepted resignation of Penny Jestes. Nichole will work on hiring one or two part time replacements.

Special Projects:

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

Respectfully submitted.

Traci Juhas