

## **Millstadt District Library Board Minutes**

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 12/13/23

Time: 7:00 pm

### **1) Call to Order**

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

### **3) Appearances & Correspondence**

- Donations from two groups will go toward the new building fund.
- Book donation
- Received a letter talking about tax payments
- Received letter from the county about tax changes
- Donated paintings to a group in St. Clair County

### **4) Review and Approval of Secretary's Report**

Patti French made a motion to approve all minutes as read, Ben Steppig seconded the motion and the motion carried.

### **5) Review and Approval of Treasurer's Report**

Janice Seidlitz read the Treasurer's Report. The report will be filed for audit.

### **6) Librarian's Report w/ Summary of Statistics Report for the Current Year**

Presented by Nichole Lauko

Total bills presented were \$15,464.32. An itemized list of the monthly library statistics included: 166 hours open; 645 Adult Items; 67 Youth Items; 1130 Total Circulation; 5.2 items checked out per hour; 117 requested items and 640 loaned items. There were 70 computer users; 966 in attendance; and 306 e-books. The following is a list of hours worked by the library staff: Nichole 160, Elizabeth 73, Megan 101, and Emma 104.5.

Bob Englebretson made the motion to pay the bills and add \$8,000 to the payroll. Patti French seconded the motion and the motion carried.

### **7) New Business**

#### **Discuss new computer costs with Lazerware IT plan**

Interested in the Lazerware contract with changes - no staff laptop and install only 4 Public Access Workstations (not 6 as quoted), will be tabled until Jan.

### **MCS PTA Auction Donation**

Patti French made a motion to donate a non-resident library card to the auction. Ben Steppig seconded the motion and the motion carried.

### **New Insurance**

Policy price updates

### **PLAW Discussion**

Janice Seidlitz made a motion to accept the standardized period using the accrual method. Roxy Jenkins seconded the motion and the motion carried.

### **External Venue Use**

Nichole was approached about using the library as a venue for a wedding shower in January. After discussion, stipulations would include: occupancy, no alcohol, clean space after and ask for a donation.

## **8) Building Committee**

## **9) Fundraising Committee**

## **10) Old Business**

Approve Christmas bonus for employees, taxes included. Janice Seidlitz made a motion to approve a \$100 bonus taxes included to give 3 librarians the bonus. Ben Steppig seconded the motion and the motion carried.

## **11) Upcoming Business for January**

**State of Illinois Certification can be filed**

**Traffic Survey can be filed**

**Per-Capita Grant needs to be submitted by the beginning of the month**

**Discuss Certificate of Deposits**

## **12) Citizen's Comment**

## **13) Executive Session**

## **14) Meeting Adjourned**

There being no further business, the meeting was adjourned by President Traci Juhas.

Respectfully submitted.

Roxy Jenkins