

Millstadt District Library Board Minutes

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

Date: 6.14.23

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, Patti French, Heather Erwin, Roxy Jenkins, and Director Nichole Lauko. Janice Seidlitz was absent.

Nichole presented a plaque to the “yes committee” for their efforts during the vote yes campaign for the referendum.

Swearing in of appointed officers, Heather Erwin and Roxy Jenkins

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

Treasurer’s Report: The May report was read by President Bob Englebretson. The report was approved, and the report will be filed for audit.

CD renewal Central Bank of St. Louis 60-month Certificate of Deposit #000220458 matured on 6/5/23 was renewed for a 7 month at 5%

Discussed a service called Positive Pay through Central Bank of St. Louis to protect against check fraud at \$30 a month. There is no protection for businesses accounts.

Patti French made a motion to purchase Positive Pay at Central Bank of St. Louis to protect against check fraud, Roxy Jenkins seconded the motion and the motion carried.

The Librarian’s Report: Presented by Nichole Lauko. Total bills presented were \$5141.02. An itemized list of the monthly library statistics included: 184 hours open; 842 Adult Items; 54 Youth Items; 1390 Total Circulation; 5.2 items checked out per hour; 603 requested items and 210 loaned items. There were 95 computer users; 1147 in attendance; and 269 e-books. The following is a list of hours worked by the library staff: Emma 93.75, Nichole 160 and 92.75 Elizabeth and Megan 99.5. Heather Erwin made the motion to pay the bills and add \$7,000 to the payroll. Patti French seconded the motion and the motion carried.

Summer Reading Program has begun June 12-July 24. 119 signed up for the program as of today.

Awarded \$20,000 for the LTC Accessibility Grant- looking at community needs and will have it out by July.

Awarded \$1125 from Dollar General Literacy Grant for summer reading.

RobSeeCo Grant \$500-\$10000 due June 30, 2023.

The focus areas for grant distribution from the Rob-See-Co Rural Library Grant program will assist local libraries with expanding book collections, core educational programs for adults or children, and computer or software upgrades.

Color COVID Testing Program is officially ended.

The library received notice of the awarding to the Per Capita Grant in the amount of \$6009.15.

We have a trustee position open and must be filled in the next 90 days or the state will appoint a trustee.

Received a donation from Mary LeBretsch.

Correspondence:

New Business:

Discussed the new election board member reelection timelines. Janice Seidlitz and Traci Juhas- 2 year term, Bob Englebretson and Heather Erwin-4 year term, and Patti French and Roxy Jenkins-6 year term. New Trustee will choose term.

Discussed Cost of Non-Resident Library cards. Heather Erwin motioned to keep the library card price based on tax rate calculation, Roxy Jenkins seconded the motion and the motion carried.

Discussed and approved next year's meeting dates. 2nd Wednesday of the month.

Roxy Jenkins motioned to approve the Board's semi-annual review of unreleased closed meeting minutes (at least 6 months) and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment. Patti French seconded the motion and the motion carried.

Patti French made the motion to delete released closed meeting minutes. Roxy Jenkins seconded the motion and motion carried.

Finance Committee:

Building Committee:

Hiring Committee:

Fundraising Committee:

Old Business:

Special Projects:

Executive Session:

Went into executive session at 8:30

Discussed Staff Yearly Reviews and raises.

Came back from executive session at 9:00

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

Respectfully submitted.

Traci Juhas