

## **Millstadt District Library Board Minutes**

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 6/5/24

Time: 6:00 pm

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

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

### **2) Appearances & Correspondence**

Invitations to the Local Officials Appreciation Picnic

Letter of award for the Per Capita Grant

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

Bob Englebretson made a motion to approve all minutes as read with the changes. Patti French seconded the motion and the motion carried.

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

Janice Seidlitz read the Treasurer's Report. The report will be filed for audit with update of maturity dates on CDs.

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

Total bills presented were \$3,104.45. An itemized list of the monthly library statistics included: 182 hours open; 947 Adult Items; 81 Youth Items; 1544 Total Circulation; 5.7 items checked out per hour; 187 requested items and 668 loaned items. There were 136 computer users; 1278 in attendance; and 278 e-books. The following is a list of hours worked by the library staff: Nichole 160, Megan 84.75, Emma 82.25, and Maren 91.

Heather Erwin made the motion to pay the bills and add \$9,000 to the payroll. Ben Steppig seconded the motion and the motion carried.

### **6) New Business**

Bob Englebretson made a motion to approve the Board's semi-annual review of unreleased closed meeting minutes 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 it carried.

Ben Steppig made a motion to delete released closed meeting minutes. Patti French

seconded the motion and it carried.

Patti French made a motion to keep the cost of Non-Resident Library Cards the same. Bob Englebretson seconded the motion and it carried.

Janice Seidlitz made a motion to accept next year's meeting dates. Ben Steppig seconded the motion and it carried.

#### **7) Building Committee**

#### **8) Fundraising Committee**

#### **9) Compensation Committee**

Heather Erwin made a motion to approve the compensation document and rating scale. Patti French seconded the motion and it carried.

#### **10) Old Business**

#### **11) Upcoming Business**

-Annual Reviews

-Open Closed Meeting Minutes

#### **12) IPLAR Deadline beginning of August**

#### **13) Citizen's Comment**

#### **14) Executive Session**

At 6:33pm, the Board moved to Executive Session to discuss annual employee reviews and compensation. The Board closed the Executive Session at 6:47pm.

#### **15) Meeting Adjourned**

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

Respectfully submitted.

Roxy Jenkins

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