

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 12/11/24

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

2) Appearances & Correspondence

- Thank you card from Millstadt Civic Club for attending Trunk-or-treat.
- Millstadt PTA sent a letter requesting donations and/or sponsorship for their auction. Janice Seidlitz made a motion to donate a non-resident library card to the auction, as well as a yearly donation of non-resident library cards to both Millstadt PTA and St. James for their annual auctions. Bob Englebretson seconded and the motion carried.

3) Review and Approval of Secretary's Report

The minutes were approved as read to be filed.

4) Review and Approval of Treasurer's Report

Janice Seidlitz read the Treasurer's Report. Last month's Treasurer's Report was corrected. The report will be filed for audit. This month's Treasurer's Report will be corrected as discussed during the meeting.

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

Total bills presented were \$3,537.82. An itemized list of the monthly library statistics included: 156 hours open; 925 Adult Items; 98 Youth Items; 1505 Total Circulation; 6.4 items checked out per hour; 432 loaned items and 822 requested items. There were 93 computer users; 822 in attendance; and 300 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 83.5, Adriana 72, and Lylah 57.

Roxy Jenkins made the motion to pay the bills and add \$9,000 to payroll. Patti French seconded the motion and the motion carried.

6) New Business

Patti French made a motion to approve Ordinance No. 2024-2. Bob Englebretson seconded and the motion carried.

A motion to delete released closed meeting minutes from 3/18/23 was made by Roxy Jenkins. Bob Englebretson seconded and the motion carried.

7) Building Committee

8) Fundraising Committee

9) Old Business

10) Upcoming Business for December

- Sexual Harassment Training
- Open Meetings Act Training
- Select someone as FOIA Officer and complete training
- State of Illinois Certification can be filed
- Traffic Survey can be filed

11) Citizen's Comment

12) Executive Session

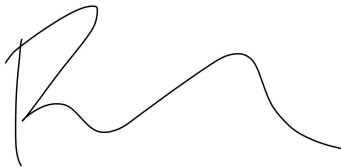
The Board Members and Director entered into Executive Session at 6:30 pm to discuss personnel reasons. Executive Session ended at 6:34 pm.

13) Meeting Adjourned

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

Respectfully submitted.

Roxy Jenkins

A handwritten signature in black ink, appearing to be the name 'Roxy Jenkins', written in a cursive style.