

## **Millstadt District Library Board Minutes**

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date:9/13/23

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, Bob Englebretson, Patti French, Ben Steppig, and Director Nichole Lauko.

### **2) Swear in new trustee**

Traci Juhas swore in Benjamin Steppig as a new board member.

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

Ameren Cares grant was awarded. \$2000 unrestricted grant.

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

Patti French made a motion to correct last month's minutes to move only 50k and approve the rest of the minutes as read, Bob Englebretson seconded the motion and the motion carried.

**5) Review and Approval of Treasurer's Report** Janice Seidlitz sent the Treasurer's Report and Bob Englebretson read. 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 \$2953.20. An itemized list of the monthly library statistics included: 191 hours open; 901 Adult Items; 77 Youth Items; 1387 Total Circulation; 5.12 items checked out per hour; 215 requested items and 620 loaned items. There were 72 computer users; 804 in attendance; and 252 e-books. The following is a list of hours worked by the library staff: Nichole 160, Elizabeth 102.5, Megan 81.25, and Emma 103.25. Bob Englebretson made the motion to pay the bills and add \$8,000 to the payroll for a total of \$10,953.20. Patti French seconded the motion and the motion carried.

### **7) New Business**

**Approve Budget and Levy-** Review budget and appropriations ordinance. Planned signing on September 19th at 4pm. Patti French made a motion to approve the budget draft as read and Roxy Jenkins seconded. The motion carried.

### **8) Building Committee**

Lighting and electrical work will begin on September 19th. Book movers will come to the library to assess the timeline of moving during the week of the 25th. When the building committee meets pre-renovation, a plan will be made to repair the side entryway posts.

### **9) Fundraising Committee**

The committee is planning a 60th Gala for the library in the year 2024.

### **10) Old Business**

### **11) Upcoming Business for October**

Building committee meeting will be set to secure contracts.

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

### **13) Executive Session**

Traci Juhas entered the board into Executive Session at 7:40pm. Discussion of hours and compensation during renovation. Upon completion of the Executive Session, Patti French motioned to keep payroll during renovation, accept modified hours from 10/2-13 for two weeks and three days of public closure 10/14-17. Roxy Jenkins seconded.

### **14) Meeting Adjourned**

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

Respectfully submitted.

Roxy Jenkins