**Minutes of the Month Meeting of the Board of Trustees Petersburg Public Library**

*Monday, January 8th, 2023, 5:30pm*

**Attendees:** *Tiffany West, Ellen Standish, Tina Marie Williamson, David Reiser, Sue Elliot, Susan Masten, Pam Warren, Megan Loberg-Simmering & Carrie Winkelmann.*

* November 13th meeting minutes were reviewed by the board. Motion to approve by David Reiser. Seconded by Megan Loberg-Simmering.
* The financial Report for November & December was reviewed. Motion to approve by Ann Gorman. Seconded by David Reiser. Passed.

**Library Director Report for November & December:**

1. **Circulation & Attendance**
* Circulation reports for November & December were reviewed. The total number of check-outs/renewals for November was 3604 with 1002 people entering the library. The total number of check-outs/renewals for December was 2977 with 820 people entering the library.
1. **Grant Updates**
* Winkelmann reported that the ISL Construction Grant requirements which are numerous must be signed off by the Illinois Historical Society. Winkelmann is inquiring about requirements to apply for grant money to aid the main floor lighting and flooring. Applications are due February 15, 2024.
* Winkelmann reported the PNG – Learning to Do Library After School program segments, ‘Electricity & Art’ and ‘Forensics & Photography’ have successfully completed their 1st sessions. The 1st Quarter report (July-Sept) is completed and has been filed with the ISL. A $4,902.00 reimbursement has been received. The 2nd Quarter report (Oct. – Dec.) is due January 15th, 2024.
1. **Building Update**
* Winkelmann reported building updates as finishing touches to windows are in progress.
1. **Microfilm Project**
* Winkelmann reported that our microfilm collection is currently out of the building as it is being cataloged by IHLS (free of charge) so that it can be seen in our electronic catalog as part of our collection.
* The Digital Project Nomination – we did not receive by the U of I Historical records nomination, but Angela Kim has plans to donate & work to get our collection digitized.
1. **Eclipse Material Promotion**
* Winkelmann reported that she is considering an activity for the eclipse occurring on April 8th, 2024. She has eclipse glasses on hand which will be free to attendees. The library will be closed on this date. Promotions will be posted for participation in advance.

**Old Business:**

**New Business:**

1. The 2024 & 2025 Holiday calendar was introduced to the board. The 2024 Holiday calendar reports 9 paid days off for library staff equaling a total of 126 staff hours. Motion to approve made by Sue Masten. Seconded by Ellen Standish.
2. Discussion was held about the PLAW Act. The library is fully complying with the new law and PTO will be tallied and available to applicable employees.

**Executive Session:**

**Adjournment:**

With no further business, there was a motion to adjourn by Sue Masten. Seconded by Ellen Standish. Meeting adjourned 6:13pm.