

Crab Orchard Public Library
Board of Trustees Meeting Minutes
and
Budget Hearing
September 19, 2017

The Open Budget Hearing began at 6:43 p.m. There were no inquiries. President Russ Stoup took a roll call vote to accept or reject the budget as presented. Those voting aye were Susan Rolf, Cheryl Johnson, Anita Biver and Russ Stoup. All were in favor. Susan Rolf made a motion to accept the budget as presented. Cheryl Johnson seconded the motion. Motion carried.

Call to Order: President Russ Stoup called the board meeting to order at 6:46 p.m. Russ Stoup, Susan Rolf, Cheryl Johnson and Anita Biver were present. Library director Erin Steinsultz was also present. Absent were Scott Barger and Evelyn Barber. We had a visitor, Amanda Barker.

Public Comment: No public comment.

Minutes of Previous Meeting: Rolf made a motion to approve the July board meeting minutes. Johnson seconded the motion. Motion carried. Rolf made a motion to approve the August board meeting minutes. Johnson seconded. Motion carried.

Communications: The water at the library has been tested for lead by Sanders Environmental on behalf of the Coal Valley Water Department.

Report of the Director: In addition to Erin's written report, she informed the board that 2 fraudulent charges to Cricket Wireless in Florida have been placed on the library credit card bill. The credit card was cancelled with a new card being issued.

Erin would like to replace a computer but she feels the \$1000 cost is too much. Tony has serviced the old one instead.

Erin received a positive reception for the Pittsburg Book Stop and this will begin on Oct. 3.

Julie (program coordinator) will be implementing the Creal Springs Book Stop.

Tim Moulton will remove the dead trees around the library for \$200 per tree.

Financial Report: The approved financial report has been submitted for audit.

Payment of Bills: Johnson made a motion to pay Lazerware \$1227.27 for quarterly maintenance. Rolf seconded. Motioned carried.

Johnson made a motion to pay Baker and Taylor \$315.15 for books. Rolf seconded. Motion carried.

Johnson made a motion to pay Amazon \$626.05 for books and miscellaneous. Rolf seconded. Motion carried.

Unfinished Business:

a and b) Employee handbook and Policy handbook are tabled for now.

c) The book sale brought in \$117.05 in sales. The recycling center will be checked as a place for excess books. The board considered other options for excess books such as nursing homes, etc.

Santa suggested waiving his \$100 fee and instead have the library make a donation to the Lighthouse Shelter. It was decided to pay him his fee and let him do what he wants with it.

The trip to Bandy's Pumpkin Patch does not have a confirmed number of people going yet. The charge will depend on that number.

The Board discussed last year's tax levy and upcoming Black Border ad.

There is a growing list of jobs for Shannon to do, painting, etc.

A laptop is being considered for the Book Stops.

d) Amanda Barker has been asked to serve on the board of trustees, filling the spot left when Julie became a library employee.

New Business:

a) A motion was made by Rolf to approve the Budget and Appropriations Ordinance #2017-04. Johnson seconded. President Russ Stoup took a roll call vote with all voting aye. Voting were Susan Rolf, Cheryl Johnson, Anita Biver, and Russ Stoup. Motion carried.

b) Banking Ordinance #2017-05 has been tabled for now. There are things that need to be decided concerning moving funds around. Russ, Susan and Erin are signers. Do you have to be bonded to be a signer? Who needs to sign? Specify which banks the funds are in. The First Southern Bank is the only bank within the library district, however there is a good working relationship with the Farmers State Bank. Erin and Susan will make some comparisons between various banks.

c) Investment Ordinance #2017-06 has been tabled for now.

d) Risk Management Plan has been tabled for now.

e) There is a book drop at the library that needs painting. Julie has suggested having an artist paint it, or checking into a school program such as Crab Orchard building and trades.

Ray Miner provides self-defense classes which would be a lesson on tazers and also an emergency plan. This is free for non-profits. Erin will check into this.

Closed session: No closed session.

Adjournment: At 8:03 p.m. Rolf made a motion to adjourn. Johnson seconded. Motion carried.