

Crab Orchard Public Library
Regular Board Meeting
December 16, 2014

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:47 pm on December 16, 2014. Marge Mangan, Russ Stoup, Dawn O’Leary, Susan Rolf, Scott Barger and Julie Durr were present. Librarian Director Jennifer Sigler was also present. Absent: Evelyn Barber,

Public Comment: None

Consent Agenda Items including Communications, Report of the Director and Financial Report: A motion was made by Barger to accept the December 2014 Consent Agenda. O’Leary seconded the motion. All were in favor. Motion approved.

Consent Agenda: The Financial Report is to be removed from the Consent Agenda

Consent Agenda-Minutes of Previous Meeting: The disposition of minutes of previous meeting was pulled out of the consent agenda to clarify a point in New Business concerning committee appointment duties. Barger made a motion to accept the November 2014 minutes. Rolf seconded the motion. All were in favor. Motion approved.

Payment of Bills: Barger made a motion to pay the bill from Baker & Taylor for \$872.07 (Books). Rolf seconded the motion. All were in favor and the motion passed. O’Leary made a motion to make the bill from Clearwave for \$406.06 a standard monthly utility bill to be paid. Rolf seconded the motion. All were in favor and the motion passed. Rolf made a motion to pay the bill from Lazerware for \$742.83 (Maintenance). O’Leary seconded the motion. All were in favor and the motion passed.

Unfinished Business:

- **Snow removal:** Sigler to contact and make arrangements for snow removal.
- **Health insurance:** Rolf presented handouts with information on health insurance options for employees including Local Care Health Plan (PPO), Managed Care Plans (HMO & OAP) and Local Consumer Driven Plans. Sigler to confer with other libraries and consult the director’s network. No action taken.
- **Pension plan:** O’Leary presented information on IMRF pension plan options for employees. Sigler to confer with other libraries and consult the director’s network. No action taken.
- **Library website:** The Castillo design was chosen and will cost \$140. Lazerware will help with the design and training and the library will be responsible for back end updates and will provide content. Hope to have the website up and running by the end of January.
- **Outside lighting:** Sigler discussed safety concerns and patron complaints about the outside lights. Sigler to check with Ameren, Electrical Detectives, Electrical Specialists and Browning for options and quotes.

New Business

- **Special Board Meeting Minutes:** Barger made a motion to approve the Special Board Meeting minutes. Rolf seconded the motion. All were in favor. Motion approved.
- **Library policy manual:** Sigler is working on creating a unified document for online and patron use.
- **Employee manual:** Sigler is working on employee job descriptions and considering 'Read and Received' contracts for employees.
- **Employee compensation:** Sigler is researching levels, positions and compensation of levels. Some changes are expected in current hours/schedules and adjustments will be necessary.
- **Partitions:** Considering the purchase of office area partitions. Sigler will check budget and expense guidelines.
- **Shelving:** Have been cleaning and organizing the storage shed. Plans are being made to use utility cabinets and shelving for summer reading materials, storage and possible honor system book sales.
- **Library Capital One Credit Card:** Current card is attached to former librarian Lola Morris' personal credit history. Sigler looking into other options where the account is not attached to a personal account.
- **QuickBooks Register:** The bank statement is not balanced with a discrepancy of approximately \$2,000. Sigler will work with Mangan and former librarian Lola Morris on getting it balanced.
- **Board contact information:** Sigler requested board member's contact information.
- **Display case:** Considering keeping the display case and possible storage options.
- **Friends of the Library and Fundraising opportunities:** Sigler is researching possible fundraising options such as Kickstarter and GoFundMe sites and private foundations for the building fund. Discussed options possibly with/for the Friends of the Library.
- **Patron Survey:** Considering a patron survey concerning hours open and for feedback.

Closed Session: None

Adjournment: Barger made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 9:08 pm on December 16, 2014. Rolf seconded the motion and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.