

Crab Orchard Public Library
Regular Board Meeting
December 20, 2016

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:45 pm on December 20, 2016. Russ Stoup, Susan Rolf, Marge Mangan, Scott Barger, Dawn O’Leary, and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: Evelyn Barber

Public Comment: None

Minutes of Previous Meeting:

- Rolf made a motion to accept the November 2016 minutes. Barger seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to accept the November 15, 2016 Closed Meeting minutes. Mangan seconded the motion. All were in favor and the motion passed.

Communications: Received a tax deposit notification from the county treasurer.

Report of the Librarian:

Library Statistics for November:

Circulation

Check-outs: 669

Renewals: 101

ILL out: 383

ILL in: 137

E-books: 104

Total circulation: 1,394

People In

Adults: 306 (86 of whom were men)

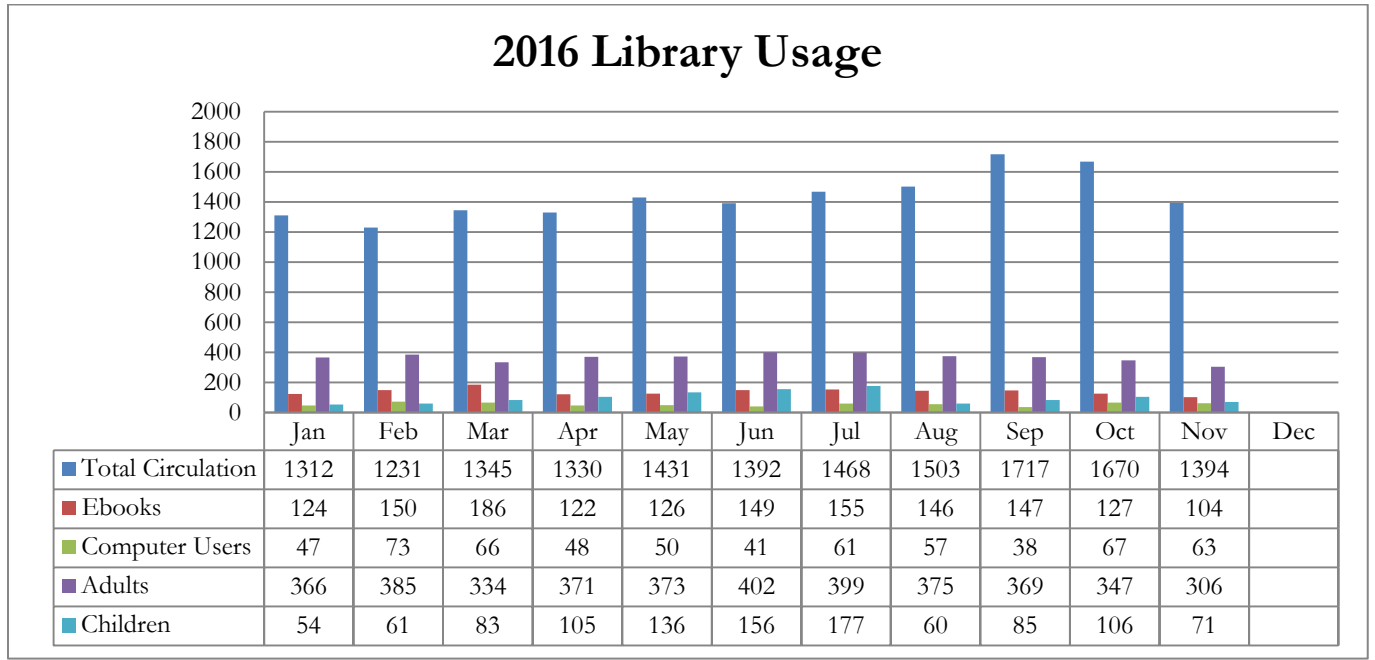
Children: 71

Computer uses: 63

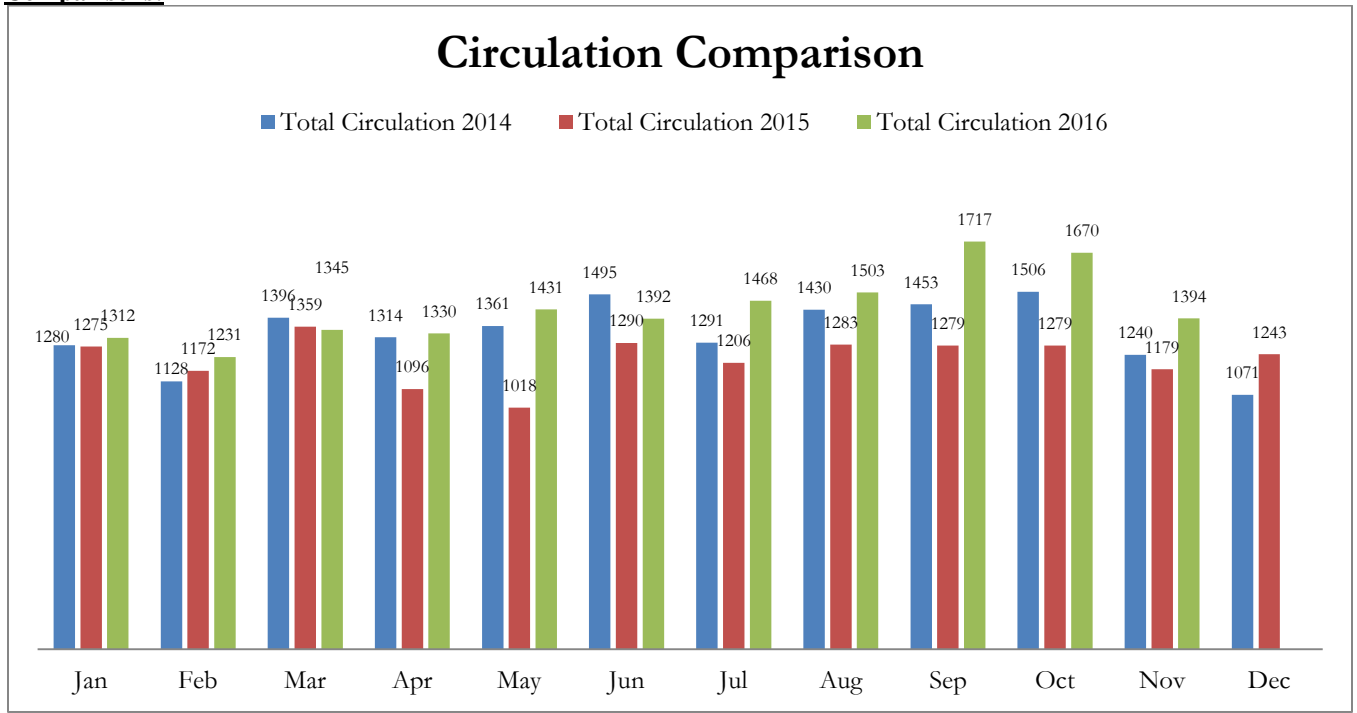
Facebook Reach: 1,905

Website Visits: 281

Library Circulation:



Comparisons:



Miscellaneous Business:

- The replacement windows and siding are completed. The carpet, wall repair/painting, lighting and some outside work are next.

- We will be hosting the Crab Orchard Pre-K8 for a tour on the 20th. Also, in January they will return for a Raising a Reader program at the request of the Williamson County Education Services. (~18 children/adults/2 teachers)
- Two petitions have been submitted for the open board positions that will be on the April ballot. Monday, December 19, is the deadline for submitting petitions.
- 100 recipes submitted for the cookbook. We will continue to collect recipes and hope to sell books around Mother's Day.

Financial Report: Stoup noted that the November 2016 financial report as submitted by Snider McCree CPAs LLC has been submitted to file for audit.

Payment of Bills:

- Barger made a motion to pay the bill to My Heritage LTD (genealogy database) for \$400. Rolf seconded the motion. All were in favor and the motion passed. (6 months free)
- Barger made a motion to pay the bill to Lazerware (maintenance) for \$1067.31. Mangan seconded the motion. All were in favor and the motion passed.
- Barger made a motion to pay the bill to Southern Illinoisan (legal printing fees) for \$521.94. Mangan seconded the motion. All were in favor and the motion passed.

Unfinished Business

Employee handbook: Pending

Policy handbook: Pending

Little Free Libraries: Pending

Programming: Working on Summer Reading Program.

Construction Grant: Construction work is progressing. We may need to close library during parts of the construction process. Lazerware will help with moving of the computers when needed.

Annual Financial Report and Audit (Comptroller's Report):

- Barger made a motion to approve the annual financial report and audit. Rolf seconded the motion. Roll call vote: Russ Stoup-aye, Susan Rolf- aye, Marge Mangan- aye, Scott Barger- aye, Dawn O'Leary- aye, and Julie Durr- aye. Motion passed.

Per Capita Grant Application and Required Reviews: Trustees reviewed the grant application and made suggestions.

- Rolf made a motion to approve the Per Capita Grant application. Barger seconded. All were in favor. Motion passed.

New Business

Personnel: Discussed employee evaluation forms.

Database Cleanup and Expired Cards: Discussed the need and process of cleaning up the system database.

Collection: The collection is being updated, labeled and categorized.

Eclipse: Considering possible programming ideas for the upcoming eclipse event.

Closed Session: None

Adjournment: Barger made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 7:33pm on December 20, 2016. O'Leary seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.