

**Crab Orchard Public Library**  
**Regular Board Meeting**  
**November 17, 2015**

**Call to Order:** Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:47pm on November 17, 2015. Russ Stoup, Marge Mangan, Susan Rolf, Scott Barger, Dawn O’Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: Evelyn Barber

**Public Comment:** Tammy Samples discussed the status and financial account of the Friends of the Library and expressed an interest in rejuvenating the organization. Currently, there are no active members with the exception of one lifetime member. Steinsultz will attempt to contact and meet with Theresa Leschmann and Tammy Samples to address and resolve bank account issues.

**Minutes of Previous Meeting:** Rolf made a motion to accept the October 2015 minutes. Barger seconded the motion. All were in favor and the motion passed.

**Communications:** None

**Report of the Librarian:**

Library Statistics for October:

**Circulation**

Check-outs: 616

Renewals: 121

ILL out: 266

ILL in: 94

E-books: 182

Total circulation: 1279

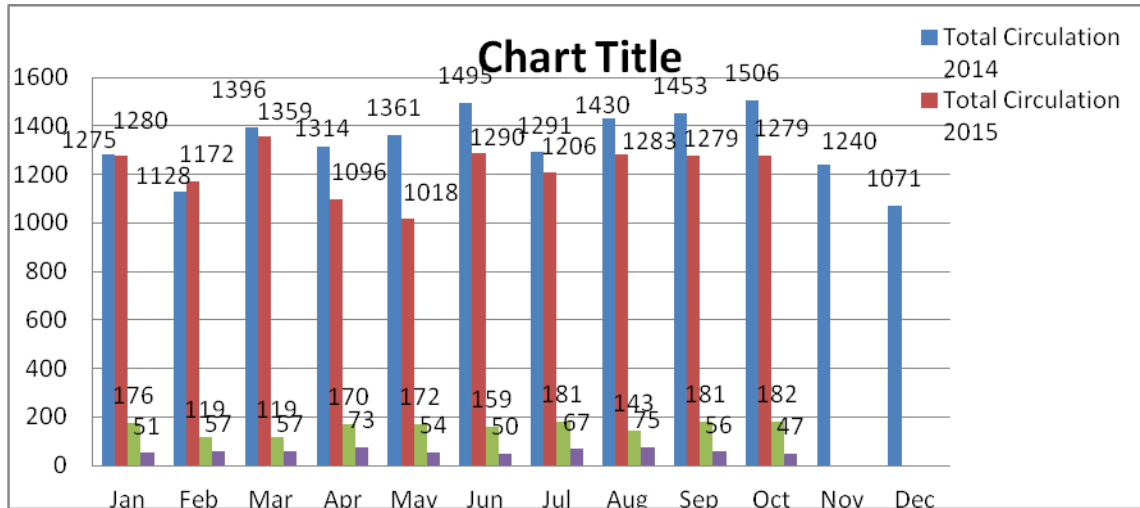
**People in**

Adults – 320 (20 men)

Children – 104

Computer uses – 47

## Library Circulation Previous Year Comparison:



## Miscellaneous Business:

- The approved disposal certificate has been received.
- Shannon Edwards of Edwards Mobile Home Repair gave estimates on the building repairs. He installed a new light at the front door and repaired the handle on the ladies room door.
- Terminix has been contacted regarding the library's mouse problem. They added some additional treatment at no extra cost. They also gave some recommendations for prevention that include repairs inside the crawl space. Preventive measures including a moisture barrier will cost~\$900.
- The library needs a new vacuum cleaner.
- The fire chief checked the building to make sure we are up to date and following all regulations. He recommended that a shelf in front of a breaker box and chairs in front of a fire exit be relocated and commented about the installation of smoke detectors. These changes have been implemented. He also offered to have his crew bring a fire truck out for a children's program in the spring or summer.
- The air conditioning unit servicing the west end of the building has a leak. Some of the parts will be covered under warranty but it needs to be working for the furnace to function this winter.
- The required yearly Capital Needs Assessment has been submitted to the State Library. This is an estimate of funds that will be needed for repairs or to build new facilities for Illinois libraries. This is submitted to the General Assembly for possible grant funding.
- The new library newsletter is available at the circulation desk and on the website. Steinsultz is looking for more economical templates and printing.
- The new website is up and going; the old Plinkit site is no longer available and forwards users to the new site if they try to visit it. Durr has been helping with updating the site and new content. Steinsultz will meet with Mike Jesinski from Lazerware for training.
- Steinsultz spoke with Baker & Son's regarding the bill that was discussed at last month's meeting. This amount was included in the amount previously billed so that bill can be disregarded and that check has been voided.

- **Cash Expenditures:** Itemized list reviewed. \$11.32 \$3.48 left
- Steinsultz is looking into a new consortium for less expensive eBooks/eMagazines
- Posted concealed carry sign no guns allowed
- ½ page ad was placed in Turkey Tournament
- Deposited approximately \$200 in the bank
- IPLAR certification has been completed

**Financial Report:** Stoup noted that the October 2015 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 Lazerware for \$1,022.88 (maintenance). Rolf seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to Snider McCree for \$1,042.00 (services). Rolf seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay the bill to My Heritage USA Inc for \$400.00 (subscription). Barger seconded the motion. All were in favor and the motion passed.
- O’Leary made a motion to pay the bill to Baker & Taylor (books) for \$331.16. Barger seconded the motion. All were in favor and the motion passed.

### **Unfinished Business**

- **Credit card:** Steinsultz obtained and submitted the necessary documents to the bank and is waiting for the credit card to arrive.
- **Employee handbook:** Steinsultz is compiling documents –pending.
- **Policy handbook:** Steinsultz is compiling documents –pending.
- **Website:** The website is being updated. The My Heritage database has been reinstated and is available through the website. In the spring, we will have the option to add additional databases.
- **Financial Officer’s (Rolf) Bond:** Gary Hill informed us that it is a treasurer bond and it needs to be 50% of annual receivables.
- **Flag Replacement:** State Representative John Bradley donated a new American flag. A photo of his donation was posted to the library’s Facebook page and his office sent a photo and news release to local newspapers.
- **Maintenance:** Shannon Edwards gave an estimate of \$3,200 to replace lighting and ballasts and for trim and siding replacement. He suggested we replace the siding and trim within a couple of years. Additionally, he noted that the trim should be replaced with treated lumber and insulation should fill in the gap.
- **Outdoor lighting (parking lot):** The lights on the buildings have been replaced and we are now considering lighting on the shed pole with LED lights and ballast. Shannon Edwards to provide an estimate.
- **Flag pole lighting:** Shannon Edwards to provide an estimate.
- **Christmas bonuses:**
  - O’Leary made a motion to give a Christmas bonus of \$25 or 1% of annual salary, whichever is higher, to all employees. Rolf seconded the motion. All were in favor and the motion passed

- **Comptroller's report:** A password or security question/answer is needed to access the report and without these we may need to apply for an extension.

### **New Business**

- **Friends of the Library:** We would like to rebuild the Friends of the Library organization and will include information in the newsletter.
- **Annual Report of Receipts and Disbursements:** The annual report of receipts and disbursements needs signatures and to be published in the newspaper.
- **Adopt Tax Levy:**
  - Barger made a motion to adopt the tax levy. O'Leary seconded the motion. Call vote taken to adopt levy: Russ Stoup– aye, Marge Mangan– aye, Susan Rolf– aye, Scott Barger– aye, Dawn O'Leary– aye and Julie Durr– aye. No nays. Evelyn Barber absent. Motion passed.
- **Appoint Safety Officer:**
  - O'Leary made a motion to appoint Library Director, Erin Steinsultz as the safety officer. Rolf seconded the motion. All were in favor and the motion passed.
- **Edge Assessment:** Steinsultz completed the edge assessment for the Per Capita Grant application. The completed score was 415 out of 1000 points which indicates that there is room for improvement.
- **Per Capita Grant Application Required Reviews:** Per requirements for the Per Capita Grant, board members need to review questions on Chapter 5 about technology. Report is due in January.
- **Review of Closed Session Minutes:**
  - O'Leary made a motion to keep closed session meeting minutes closed. Rolf seconded the motion. All were in favor and the motion passed.
- **Approve 2016 Meeting Dates:**
  - Barger made a motion to approve the 2016 meeting dates on the 3<sup>rd</sup> Tuesdays of the month. Mangan seconded the motion. All were in favor and the motion passed.
- **Approve 2016 Holidays:**
  - Barger made a motion to approve the 2016 holiday dates. Rolf seconded the motion. All in were in favor and the motion passed.
- **Snow day:** Discussed current policy regarding snow days to be taken as vacation/sick days or unpaid. Preference of staff is to take them as unpaid.

**Closed Session:** None

**Adjournment:** Barger made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:58pm on November 17, 2015. O'Leary seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on December 15, 2015.

Minutes submitted by secretary, Julie Durr.