

Crab Orchard Public Library Regular Board Meeting April 19, 2016

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:50 pm on April 19, 2016. Scott Barger, Marge Mangan, Russ Stoup, Susan Rolf, 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: Mangan made a motion to accept the March 2016 minutes. Barger seconded the motion. All were in favor and the motion passed.

Communications: Received notification of our Per Capita Grant award for \$5,710.46

Report of the Librarian:

Library Statistics for March

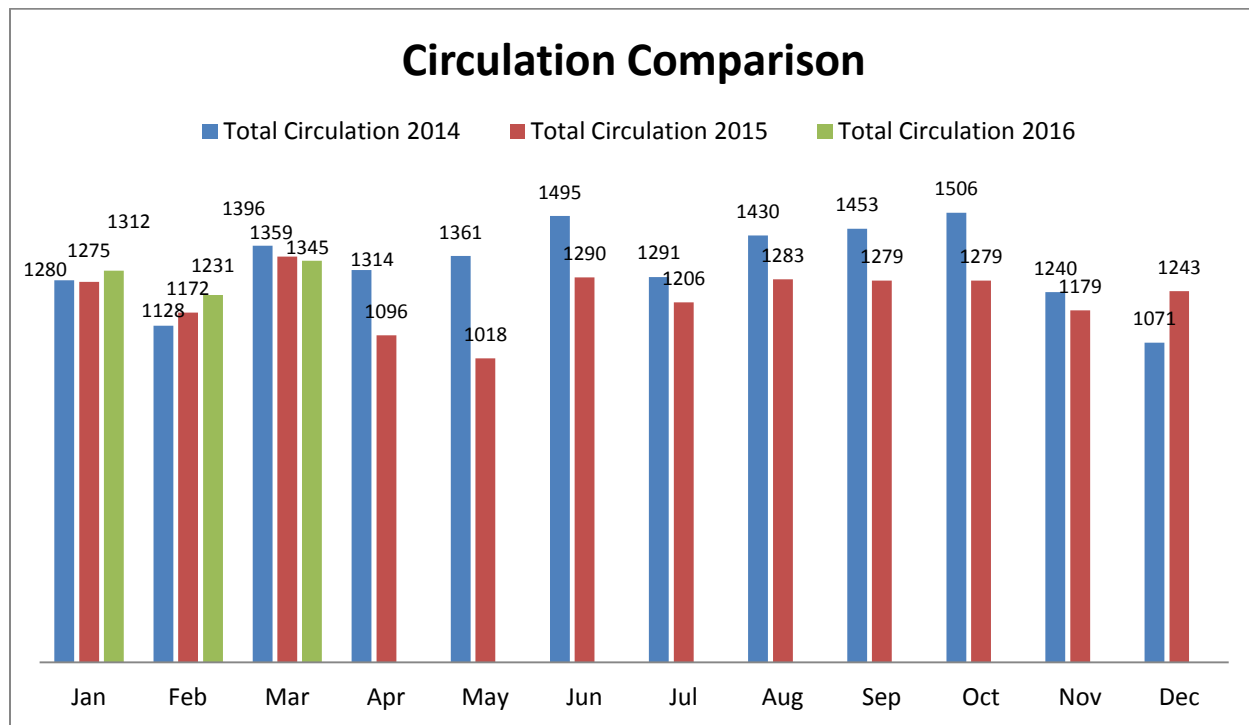
Circulation:

Check-outs: 631
Renewals: 152
ILL out: 282
ILL in: 94
Overdrive E-books: 160
3M Cloud Library E-books: 26
Total circulation: 1,345

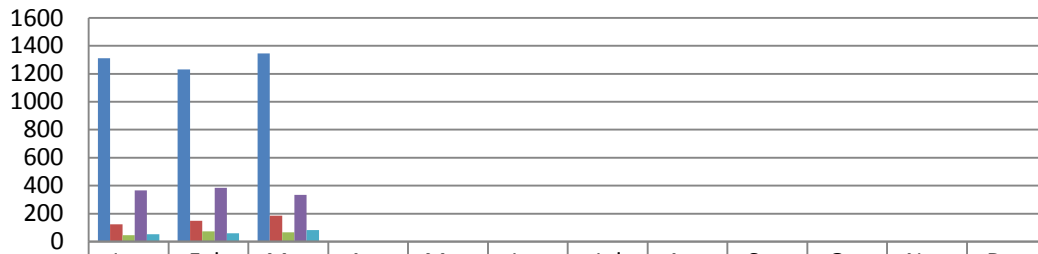
People in:

Adults: 334 (69 of whom were men)
Children: 83
Computer uses: 66
Facebook Reach: 118 people
Website Visits: 136

Library Circulation Comparisons:



2016 Library Usage



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Circulation	1312	1231	1345									
Ebooks	124	150	186									
Computer Users	47	73	66									
Adults	366	385	334									
Children	54	61	83									

Miscellaneous Business:

- The Open House was well attended, with twelve people stopping in. Most everyone in attendance was interested in the new 3M Cloud Library.
- The 3M Transition has been generally smooth. Steinsultz created a report of patrons who had used Overdrive in March and contacted them regarding the transition so they would not be taken completely by surprise. They were invited to the Open House and staff helped with any questions they had at that time.
- Food for Fines was not particularly successful. We will try again in the future.
- We have continued working on weeding the collection as needed and we have also created new a section for Young Adult selections. We did not purchase new titles, but relocated existing titles from the collection.
- We received a mobile home tax split installment in the amount of \$1,046.91.
- We received notification of our Per Capita Grant award for \$5,710.46. This is at a rate of \$0.77085 per resident, a reduction from the previous year's rate of \$1.25 because of state budget cuts. No timeline for receiving the funds was offered.
- The library's construction mini-grant was recommended for funding by the state library's review committee. It will now be reviewed by the Secretary of State for a funding decision. Competition is stiff and funding is limited. Steinsultz reviewed the committee's comments with the board members.

Financial Report: Stoup noted that the March 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 Quill (office supplies) for \$314.86. Rolf seconded the motion. All were in favor and the motion passed.

Unfinished Business

- Employee handbook: Pending
- Policy handbook: Pending
- Friends of the Library: Contacted Friends of the Library officer, Theresa Leschmann and recommended that the Friends of the Library use available fund to purchase something for Lola Morris (former librarian) or a changing table for the restroom. Pending response.
- Accounting Services Agreement: In order to get this month's financial reports, Steinsultz had to sign a new agreement with Snider McCree CPAs LLC. Steinsultz was unable to discontinue services with Snider McCree due to the need to get financial data back from them in an acceptable format that being a format which is compatible with our version of QuickBooks. Therefore the service agreement was signed and is valid through 2016.
- Grant updates: Steinsultz attended a state library teleconference meeting concerning the mini construction grant application. Our application received a score of 96 out of 110 points. They recommended building a new building instead of repairs and that if we received the grant we should consider hiring a consultant attorney or architect to make sure we remain compliant with library laws.

New Business

- Pension Plan: Discussed IMRF pension plan information including concerns such as the inability to stop using it, the need to do a referendum to get funding and that eligible employee don't have a choice to opt in or out. We will continue to evaluate other investment options including 401K plans and options from local banks and credit unions.
- Library Budget: Budget committee to meet with Steinsultz to discuss budget, budgeting options and recommendations on April 27, 2016 at 2pm.
- Statements of Economic Interest: Steinsultz collected the Statements of Economic Interest from the board members present and will file them.
- Little Free Libraries: We are considering Little Free Libraries in Creal Springs and Pittsburg to increase our presence within those communities. Steinsultz to check with the mayors and gather information on building the little libraries including cost (~\$300) and additional resources.
- Programming-Farmer's Market: There has been some interest shown in setting up a farmer's market. Steinsultz will check into how to handle specific details concerning vendors, fees and marketing.
- Landscaping/Cleanup: Discussed options for sources to help with landscaping and cleanup-scouts, high school agriculture classes and 4H groups.
- Book and Bake Sale: A book and bake sale will be held on May 7, 2016.

Closed Session:

Stoup called for a motion to go into closed session.

- Barger made a motion to go into closed session at 7:45pm on April 19, 2016 for the purpose of discussing employee leave of absence-applicable Statutory Section 2(c)1) and trustee status-applicable Statutory Section 2(c)3. O'Leary seconded the motion. Roll Call Vote: Stoup took a roll call vote: Barger-aye, Rolf-aye, Mangan -aye, O'Leary-aye, Stoup-aye and Durr-aye. Barber was absent. All present were in favor and a Closed Session meeting convened at 7:45pm on April 19, 2016.

Stoup called for a motion to re-enter into the regular meeting.

- Barger made a motion to go out of closed session and to re-enter the regular meeting at 7:55 pm. Rolf seconded the motion. Roll Call Vote: Stoup took a roll call vote: Barger-aye, Rolf-aye, Mangan-aye, O'Leary-aye, Stoup-aye and Durr-aye. Barber was absent. All present were in favor and the board re-entered into the regular board meeting at 7:55pm on April 19, 2016.

Staff Leave:

- O'Leary made a motion to approve Sue Clark's medical leave of absence in accordance with the current handbook policy and her return is contingent upon receipt of a Dr. release/approval and verification of her ability to resume work duties. Mangan seconded the motion. All were in favor and the motion passed.

Trustee Status:

- O'Leary made a motion to notify Evelyn Barber of the Board of Trustee's decision to proceed with her removal as a trustee of the Crab Orchard Public Library District due to absenteeism, in accordance with board bylaws. Rolf seconded the motion. All were in favor and the motion passed.

Adjournment: O'Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:05pm on April 19, 2016. Barger seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on May 17, 2016.

Minutes submitted by secretary, Julie Durr.

