

**Crab Orchard Public Library
Regular Board Meeting
February 24, 2015**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:52 pm on February 24, 2015. Russ Stoup, Scott Barger, Susan Rolf and Julie Durr were present. Librarian Director Jennifer Sigler was also present. Absent: Evelyn Barber, Marge Mangan and Dawn O'Leary

Public Comment: None

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

Barger made a motion to accept the January 2015 closed meeting minutes. Rolf seconded the motion. All were in favor and the motion passed.

Communications:

- Social Security Administration reported that 2013 records had discrepancies and we will need to look at and address the issues.
- Secretary of State notified the library about a per capita grant date correction
- The new tax exemption number has been received
- Received a tax statement from Farmer's state Bank

Report of the Librarian:

Circulation numbers and in house patrons has increased.

Sigler has compiled circulation data from the last five years.

Story time and the Needlework Circle have been seeing great turnouts and receiving positive feedback.

Sigler has successfully applied for the Statewide Public Library Management Institute (SPLMI). Upon official acceptance the library will be invoiced \$50

Circulation graphs provided by Sigler

Programming: Considering book clubs and challenges, reading lists and other summer programming. Sigler is currently booking programs for the Summer Reading Program.

Circulation:

Library Statistics for January:

Circulation

Check-outs: 616
Renewals: 133
ILL out: 210
ILL in: 140
E-books: 176
Total circulation: 1275

People in

Adults – 364
Children – 60
Computer uses – 51

Financial Report: Rolf made a motion to accept the January 2015 financial report. Barger seconded the motion. All in favor and the motion passed.

Payment of Bills:

Barger made a motion to pay the bill to EBSCO for \$576.38 (magazines). Rolf seconded the motion. All were in favor and the motion passed.

Rolf made a motion to pay the bill to Lazerware for \$788.22 Barger seconded the motion. All were in favor and the motion passed.

Unfinished Business

Health Insurance: Sigler is reviewing plans through Blue Cross Blue Shield and will provide plan details at the next meeting.

Pension Plan: Pending additional information

Employee Compensation and Manual: Pending

Library Website: The website is under construction and is currently being redesigned using a free template.

Library Credit Card: Trustees reviewed options presented by Sigler.

Rolf made a motion to allow Sigler to set up a credit card under the library's name at 5th 3rd bank. Barger seconded the motion. All were in favor and motion passed.

Account Book Discrepancies: Pending

New Business

Audit: The library is legally required to have an audit done within 6 months of vacancy of the library director. May 28, 2015 is our deadline. Once the audit is completed, copies of the accountant's report and recommendations shall be filed with the library clerk and another copy shall be filed with the county clerk for public inspection. Sigler will obtain recommendations and quotes and take bids.

Trustee Training Website: Reaching Across Illinois Library System in conjunction with United for Libraries has made available topic specific short videos for trustees. Sigler will forward account access

information to allow board trustees to access the videos and will add one video per meeting on the agenda as part of the monthly meeting.

Library Mission Statement: The current Library Mission Statement is as follows: The mission of the Crab Orchard Public Library is to enable all residents of the district to have access to intellectual resources and popular reading materials which can satisfy their needs and interests and to provide the means and opportunities for residents to use these resources, and to promote awareness of the opportunities provided by the library. Board trustees and Sigler will review this mission statement and make recommendations for changes, adjustments and updates.

Administrative Workshops:

Barger made a motion to pay the \$149 fee to allow Sigler to attend the Human Resources Workshop by CareerTrack on April 20th in Cape Girardeau. Rolf seconded the motion. All were in favor and the motion passed.

Sigler will check into available resources for local QuickBooks training sessions.

Closed Session: None

Adjournment: Rolf made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:04 pm on February 24, 2015. Barger seconded the motion and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.