

**Crab Orchard Public Library  
Regular Board Meeting  
July 28, 2015**

**Call to Order:** Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:45 pm on July 28, 2015. Scott Barger, Russ Stoup, Susan Rolf, Dawn O'Leary and Julie Durr were present. Librarian Director, Jennifer Sigler was also present. Absent: Evelyn Barber, Marge Mangan

**Public Comment:** None

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

**Communications:**

- The library received the first tax split of \$74,571.06
- Received a postcard from Terminix notifying the library about a cost increase of \$2 for services. The rates will go from \$39 to \$41.
- Received a letter from the state comptroller's office informing the library that the internet filing portal is open for the annual financial report which is due on December 27<sup>th</sup>.
- Received a survey from Coal Valley Water.

**Report of the Librarian:**

- Sigler provided a circulation comparison chart. Patronage is up.
- Michael Hall, our local records retention representative from the state, was here at the end of June to go through all of our records in order to make a current inventory. Once the inventory has been created and approved, we can then submit a request for disposal (he will create our first one). We will then be set to dispose of unneeded documents every year. Hall said we should be ready to go by the first of September.
- Baker & Sons is scheduled to come out and do the proposed work, as well as address the running toilet and replace the water heater on August, 4<sup>th</sup>.
- The summer reading program is wrapping up. We have extended the time to turn in reading sheets by one week, and moved the Aug.8 summer wrap up party and prize drawing to the library instead of Creal Springs Park due to heat advisories.
- Sigler will be replacing the mailbox this week.
- Rolf needs to be bonded as library Treasurer. Statute requires the library board treasurer to be bonded at 50% of the funds received for the previous year. Sigler has contacted Gary Hill for instructions on how to proceed. Durr and Mangan were bonded through Roberts Insurance in the past.
- Sigler has been working on our EDGE Assessment which assesses our public technology services, and helps us create a technology plan and the Annual Report, both of which are due in the next two months.
- Discussed purchasing video games for local request circulation (meaning you would have to come to our library, or be one of our patrons to check them out). Considering

Wii games and Playstation games, as these are both in disc form, easier to clean, and seem to be popular. We can add more games and formats as budget allows.

- Sigler provided and the board members reviewed a breakdown of the \$500 cash withdrawal expenditures thus far.

### **Library Statistics for June 2105:**

#### **Circulation**

Check-outs: 721

Renewals: 123

ILL out: 174

ILL in: 113

E-books: 159

Total circulation: 1290

#### **People in**

Adults – 466

Children – 147

Computer uses – 50

**Financial Report:** Stoup noted that the June 2015 financial report has been submitted to file for audit.

### **Payment of Bills:**

- Rolf made a motion to pay the bill to the Junior Library Guild for \$762 (subscription). Barger seconded the motion. All were in favor and the motion passed.
- Barger made a motion to pay the bill to Snider McCree CPAs LLC for \$1,603 (QuickBooks reconciliation). Rolf seconded the motion. All were in favor and the motion passed.

### **Unfinished Business**

**Audit:** The library is switching over to Snider McCree CPAs LLC for payroll, bookkeeping and reports. The CPA will be providing the monthly financial reports.

**Library Credit Card:** The application paperwork has been submitted.

### **New Business**

**Library Board Official Email Addresses:** The library is required by law to provide email access for the public to the library board members. Board members will set up individual Gmail accounts for library communications in the format of first initial, lastnameCOPL@gmail.com. In addition, the board is considering setting up one email for public access purposes. Sigler discussed this with Mike from Lazerware and it will cost \$5/email address or \$50/year.

**Budget Hearing:** The budget hearing will be on August 31, 2015 at 6pm at the library. Sigler will post notifications at the library and in the newspaper. The budget will be adopted before the September library board meeting.

**Closed Session:** None

**Adjournment:** O'Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 7:32pm on July 28, 2015. Barger seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on August 18, 2015.

Minutes submitted by secretary, Julie Durr.