

**Crab Orchard Public Library  
Regular Board Meeting  
June 16, 2015**

**Call to Order:** Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:48 pm on June 16, 2015. Russ Stoup, Evelyn Barber, Marge Mangan, Susan Rolf, Scott Barger, Dawn O'Leary and Julie Durr were present. Librarian Director, Jennifer Sigler was also present.

**Public Comment:** None

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

**Communications:**

- Frontier Communication Corporation requested an updated state sales tax exemption form.
- Amazon.com sent a letter concerning the opening of a new credit line account.
- The Social Security Administration sent a notice concerning errors in a W2 report from 2013. Sigler to contact Morris to make corrections and return.
- Amanda Barnes, County Clerk and Recorder, sent a letter with requested 2014 per capita grant information.
- The Illinois Department of Employment Security sent a notice about a missed payment for the 4<sup>th</sup> quarter of 2014.

**Report of the Librarian:**

- The book sale netted \$232.25.
- The summer reading kickoff picnic went well. We had 38 people attend.
- Sigler reported that SPLMI was a great experience. It proved to be a great source for information especially about library policies and budgeting, ideas and networking opportunities.
- Michael Hall, our local records unit field representative, through the Illinois State Archives and Illinois State Library, will be coming down at the end of this month to discuss records retention and file a records disposal form.

**Library Statistics for May 2105:**

**Circulation**

Check-outs: 535

Renewals: 66

ILL out: 165

ILL in: 80

E-books: 172

Total circulation: 1018

**People in**

Adults – 296

Children – 65  
Computer uses – 54

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

**Payment of Bills:**

- Barber made a motion to pay the bill to Lazerware for \$1,343.26 (regular maintenance, printer replacement and cables/ports acquired during moving of computer stations). O’Leary seconded the motion. All were in favor and the motion passed.
- Barger made a motion to pay the bill to Baker and Taylor for \$313.92 (Books). Rolf seconded the motion. All were in favor and the motion passed.
- O’Leary made a motion to pay the bill to Amazon for \$308.04 (movies and books). Mangan seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay the bill to Jennifer Sigler for \$301.25 (Mileage/newsletter reimbursement). O’Leary seconded the motion. All were in favor and the motion passed.

**Unfinished Business**

**Audit:** The books have been reconciled and an invoice is being prepared. Discussion was held concerning the need for the audit in light of recommendations from Phil Lenzini and Cindy Colleti from the Illinois State Library and confirmation that there is no legal obligation to have an audit.

- Barger made a motion that with the books now reconciled and based upon the recommendation from Phil Lenzini and Cindy Colletti (Illinois State Library) we will not proceed with an audit. O’Leary seconded the motion. All were in favor and the motion passed.

**Bookkeeping:** Sigler reported guidelines from SPLME concerning bookkeeping policies. SPLME suggested that libraries do what makes sense for your library as there are no standard bookkeeping forms. Also, they clarified the difference between a working budget and an operating budget. Additionally, networking revealed that many libraries outsource their bookkeeping. Sigler requested office rates from Dean Snider which he provided as \$72/hr with cap of \$250 per month. Commitment is from month to month.

- Barger made a motion to hire Dean Snider’s office to handle the library’s bookkeeping. Expense cap at \$3,000 for the fiscal year. Barber seconded the motion. All were in favor and the motion passed.

**Library credit card:** Now that the financial statements are in order Sigler will send in the application for a new credit card.

**Trustee training webinars:** Sigler provided login and password information so that board members can watch the webinars on their own time for continuing education purposes.

**Patron Survey results:** Sigler provided a copy of the patron survey results.

**Library employee handbook:** Sigler will provide a table of contents for reference.

- Barger made a motion to adopt the Employee Acknowledgement form with corrections. O’Leary seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to adopt the Employment at Will form with corrections. Barber seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to adopt the equal employment opportunity statement. Barber seconded the motion. All were in favor and the motion passed.

**Plumbing:**

- O’Leary made a motion to accept the bid of \$2,673 from Baker & Taylor for plumbing repairs and for additional expenses for toilet and hot water heater Expense cap at \$3,500. Barger seconded the motion. All were in favor and the motion passed.

**New Business**

**Prevailing wage ordinance:**

- Rolf made a motion to adopt prevailing wage for Crab Orchard Public Library as determined by the Department of Labor of the state of Illinois for Williamson County. Barber seconded the motion. All were in favor and the motion passed.

**Review FY 15-16 budget:** The board members reviewed the working budget for the fiscal year of July 1, 2015- July 1, 2016.

**Operating hours:** Sigler presented operating hours and patron use statistics. Options for library hours were discussed. Sigler to poll patrons for feelings on possible time changes in particular the option of Monday, Tuesday, and Wednesday open from 10 am to 6 pm and Thursday, Friday and Saturday open from 12pm to 5 pm.

- **Statistics:** The library is open 43 hr. /week. Less than 3% of patrons visit the library from 6-7pm. Less than 7% visit between 5-6pm. Most patrons visit on Monday, Tuesday and Saturday. Statistics were gathered from the patron survey and documented visits by patrons.
- **Possible Operating Hour Options:**
  - M-Sat 11-6
  - M-S 10-6 with 10-5 on Friday
  - M-Th 10-6 and 10-6 Sat

- MTuW 10-6 and ThFS 12-5

**Closed Session:** None

**Adjournment:** Mangan made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:57pm on June 16, 2015. O'Leary seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on July 28, 2015.

Minutes submitted by secretary, Julie Durr.