

**Crab Orchard Public Library
Regular Board Meeting
July 19, 2016**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:47pm on July 19, 2016. Russ Stoup, Susan Rolf, Evelyn Barber, Dawn O’Leary, Scott Barger, Marge Mangan and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: none

Public Comment: None

Minutes of Previous Meeting: Barger made a motion to accept the June 2016 minutes with changes as noted. Rolf seconded the motion. All were in favor and the motion passed.

Noted Changes:

From: Prevailing wage ordinance:

Barber made a motion to pass prevailing wage ordinance no. 2016-01. Mangan seconded the motion. All were in favor and the motion passed.

To: Prevailing wage ordinance:

Barber made a motion to pass prevailing wage ordinance no. 2016-01. Mangan seconded the motion.

Roll Call: O’Leary- aye, Stoup-aye, Durr-aye, Barger-aye, Barber-aye, Mangan-aye, Rolf-aye. All in favor. Motion approved.

Communications: None

Report of the Librarian:

Library Statistics for June:

Circulation

Check-outs: 643

Renewals: 137

ILL out: 406

ILL in: 57

E-books: 149

Total circulation: 1,392

People in

Adults – 402 (81 of whom were men)

Children – 156 (+ 186 SRP participants)

Computer uses – 41

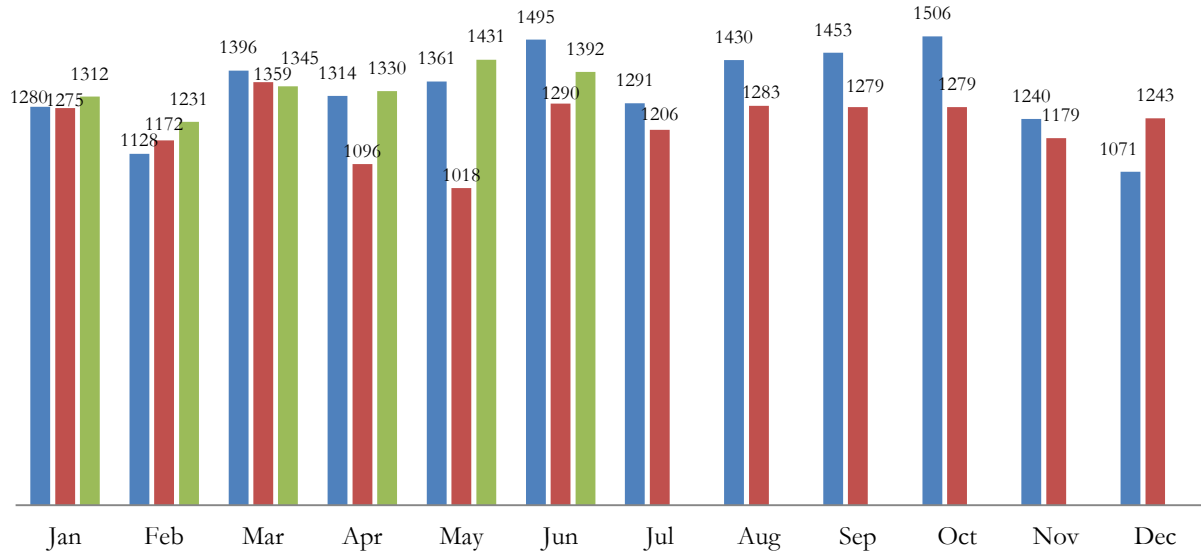
Facebook Reach: 2,484

Website Visits: 348

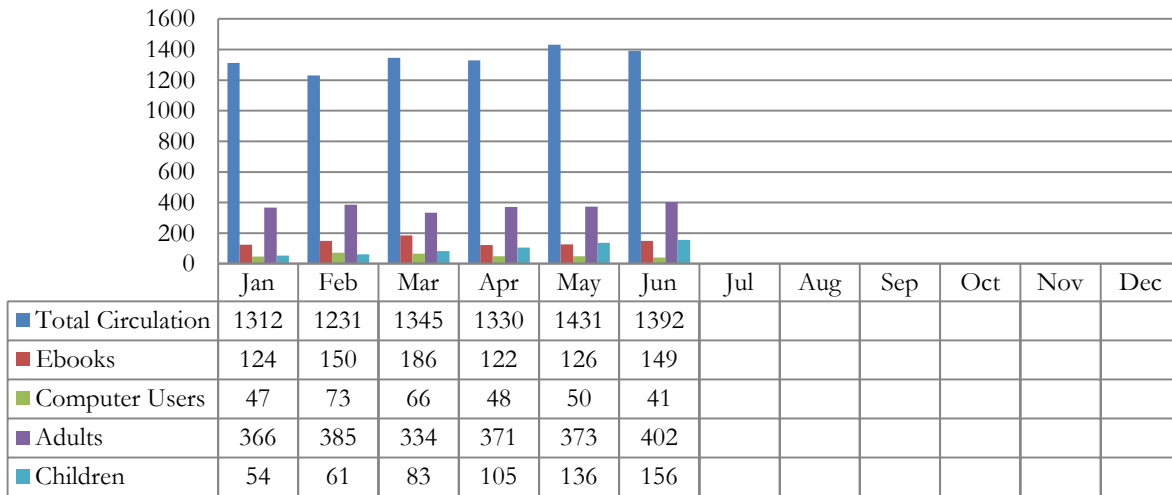
Library Circulation Comparisons:

Circulation Comparison

■ Total Circulation 2014 ■ Total Circulation 2015 ■ Total Circulation 2016



2016 Library Usage



Miscellaneous Business:

The Summer Reading Program is going very well with 73 children registered. All of the programs have had a good turn out and some interest has been shown in the programming for the adults.

Farmer's State Bank has prepared the money for the Tax Anticipation Warrant and the amount of \$30,000 has been deposited in our account.

The Creal Springs Dollar General Store donated two large boxes of books to the library as part of a donation program their company has to donate mark out materials to non-profit organizations. We received a box of donated children's books from Morthland College. We are working through the books to see what can be cataloged and added to the collection.

A little extra yard work has been done to clean up overgrown bushes and plants.

Financial Report: Stoup noted that the 2016 June financial report as submitted by Snider McCree CPAs LLC has been submitted to file for audit.

Payment of Bills:

- O'Leary made a motion to pay the bill to Baker & Taylor (books) for \$511.29. Rolf seconded the motion. All were in favor and the motion passed.
- O'Leary made a motion to pay the bill to D&C Sheet Metal, Inc. (Air conditioner repair) for \$414. Barger seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to Junior Library Guild (books) for \$403.20. Barber seconded the motion. All were in favor and the motion passed.
- Barger made a motion to pay the bill to Lazerware (Maintenance) for \$1,018.49. Mangan seconded the motion. All were in favor and the motion passed.
- Barber made a motion to pay the bill to Visa Credit Card (charges) for \$379.03. Rolf seconded the motion. All were in favor and the motion passed.

- O'Leary made a motion to pay the bill to Travelers Insurance (Liability Insurance) for \$2,768.00. Mangan seconded the motion. All were in favor and the motion passed.

Unfinished Business

Employee handbook: Tabled

Policy handbook: A new liquor and library bill has been signed by the Governor which allows libraries to serve alcohol at programs if the library has a written policy in place and proof of insurance.

Grant updates: The Summer Reading Program is wrapping up soon and the remaining funds from the Dollar General Grant will be used to purchase some big prizes including two backpacks with school supplies. The Construction Grant timeline process has started and we have 140 days to start the work though the money may be delayed. We have received the Per Capita Grant funds. The Category two Erate has been approved and we can start working on those projects and updates. The timeline for completion is a full year.

Pension Plan: Pending

Little Free Libraries: Steinsultz will meet with the Mayors of Creal Springs and Pittsburg to discuss interest and ideas for a Little Free Library in their respective communities.

Programming: The Summer Reading program is going well. Plans are being made to participate in the parade in Creal Springs in September and for a Halloween event. Recipes are being collected for a recipe book. We are a Poke Stop in the Pokemon Go game and will consider programming options to tie in with Pokemon Go. The Farmer's Market has ended.

Property Tax Freeze Information: There is nothing new to report and this item will be removed from the agenda.

City of Marion Property Deannexation: Steinsultz discussed this topic with Phil Linzini. He suggested that Steinsultz contact the County Clerk and inquire about how it will be coded. Steinsultz will contact the County Clerk.

Summer Reading Program Update: The Summer Reading Program has been well attended with a total of 182 children served over the length of the whole program. 46 children and adults attended the Animal Tales program. The Miner's Mascots have been rescheduled to come on July 28th. The program will conclude with an ice cream picnic.

Library Budget and Loan: The loan documents have been reviewed and the library has received a \$30,000 loan.

New Business

Review of Closed Session Minutes:

- Barber made a motion to keep the closed session minutes closed. Mangan seconded. All in favor. Motion passed.

Budget Hearing: The budget hearing will be held prior to the regular September meeting.

Staff Leave: Closed session item.

Other: Steinsultz emailed the Marion Carnegie Library Director concerning the issuing of library cards to our patrons and policies concerning the use of reciprocal buying cards. She also thanked him for the Summer Reading Program movie partnership. No response has been received yet.

Closed Session:

Stoup called for a motion to go into closed session.

- O'Leary made a motion to go into closed session on July 19, 2016 at 7:50 pm for the purpose of discussing an employee leave of absence (medical)-applicable Statutory Section 2(c)1. Rolf seconded the motion. Roll Call Vote: Stoup took a roll call vote: Barger-aye, Rolf-aye, Mangan -aye, O'Leary-aye, Stoup-aye, Barber-aye and Durr-aye. All present were in favor and a Closed Session meeting convened at 7:50 pm on July 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 8:00 pm. 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, Barber-aye and Durr-aye. All present were in favor and the board re-entered into the regular board meeting at 8:00 pm on July 19, 2016.

Staff Leave:

- Rolf made a motion to approve an unpaid medical leave of absence beginning August 1, 2016 for Linda Colboth for four weeks, 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. Barber seconded the motion. All were in favor and the motion passed.

Adjournment: Barger made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:05 pm on July 19, 2016. Rolf seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on August 16, 2016.

Minutes submitted by secretary, Julie Durr.

