

**Crab Orchard Public Library  
Regular Board Meeting  
October 20, 2015**

**Call to Order:** Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:50 pm on October 20, 2015. Russ Stoup, Marge Mangan, Susan Rolf, Scott Barger, Dawn O’Leary and Julie Durr were present. Librarian Director, Erin Steinsultz was also present. Absent: Evelyn Barber

**Public Comment:** None

**Minutes of Previous Meeting:** Barger made a motion to accept the September 2015 minutes with corrections as noted. Under Communications: *A request was received for a policy holder audit report from Travelers Insuring Company* was corrected to *A request was received for a policy holder audit report from Travelers Insurance*. Mangan seconded the motion. All were in favor and the motion passed.

Barger made a motion to accept the Sept 22, 2015 special board meeting minutes with corrections as noted. Correction: Change *Expected Salary Hours to Work: Full time- 40 hours* to *Expected Salary Hours to Work: Full time- 35 hours*. Mangan seconded the motion. All were in favor and the motion passed.

Rolf made a motion to accept the September 15, 2015 closed meeting minutes. Barger seconded the motion. All were in favor and the motion passed.

Barger made a motion to accept the September 22, 2015 closed meeting minutes. Mangan seconded the motion. All were in favor and the motion passed.

**Communications:**

- Illinois Heartland Library System discontinued issuing catalog cards and therefore refunded \$23.81
- Received a free documentary DVD titled *Farmland* from the Illinois Corn Marketing Board
- Received a College Illinois informational brochure about a prepaid tuition program

**Report of the Librarian:**

Jennifer:

- Still waiting for the approved disposal certificate.
- Sigler has been working with Snider McCree concerning tax returns. Payments were made however; some of the actual returns were not filed. Two payments need to be made including for the 2014 4th quarter of \$1,840.09 (possible transition error) and the second is for \$483.54 from the 2015 1st quarter (possible Quick books error-wrong amount paid). Also, we have an over payment of \$140.39 for Unemployment, so no payment is due with the current return.

- The board reviewed a detailed list for the \$500 credit card usage by former Library Director, Jennifer Sigler.

Erin:

- Need for a regular handyman or repair service for minor repairs: The ladies restroom needs a new door handle. The trim along the bottom of the building's exterior is loose and damaged in a few places. Two recommendations provided-Shannon Edwards and Jim Gabby.

### **Library Statistics for September 2105:**

#### **Circulation**

Check-outs: 615

Renewals: 178

ILL out: 221

ILL in: 84

E-books: 182

Total circulation: 1279

#### **People in**

Adults – 389

Children – 83

Computer uses – 56

### **Financial Report:**

- **Financial Report:** Stoup noted that the September 2015 financial report as submitted by Snider McCree CPAs LLC has been submitted to file for audit.
- **Special Reserve Fund:** Steinsultz transferred \$4,153.91 to the special reserve fund.
- **Tax Funds:** Received a disbursement of tax funds amounting to \$35,949.60

### **Payment of Bills:**

- Barger made a motion to pay the bill to Amazon for \$462.33 (Books and DVDs). Mangan seconded the motion. All were in favor and the motion passed.
- O'Leary made a motion to pay the bill to Baker and Taylor for \$313.65 (Books). Durr seconded the motion. All were in favor and the motion passed.
- O'Leary made a motion to pay the bill to Snider McCree for \$732.19 (\$600 for 2 months service and 2 hours adjustment, bank account check and envelopes). Mangan seconded the motion. All were in favor and the motion passed.

- Pending past invoices-Barger made a motion to pay the bill to Baker and Sons (Septic tank pump and clean) for \$325. Mangan seconded the motion. All were in favor and the motion passed.

### **Unfinished Business**

**Credit card:** A credit card application has been filled out by Steinsultz and is waiting for, board signatures and required information including financial documents and the library's legal identity. Steinsultz will submit the application when all of the required documentation have been received.

**Employee handbook:** Former Library Director, Jennifer Sigler had been working on it and Steinsultz will continue to work on it.

**Policy handbook:** Former Library Director, Jennifer Sigler had been working on it and Steinsultz will continue to work on it.

**Outdoor lighting (parking lot):** One of the lights is out and the bulb needs to be replaced. Sigler spoke to an electrician and response/information has not been received yet. Steinsultz will check with electrical detectives and the new handyman to replace bulbs.

**Website:** The old website isn't forwarding to the new website. Steinsultz will set up an appointment with Lazerware to get an update on service hours and to address the forwarding issue.

**Pension:** Removed from *Unfinished Business* at prior meeting.

**Health Insurance:** Steinsultz to look at options for the next fiscal year cycle. Until new information is available this item is to be removed from *Unfinished Business*.

**Financial Officer Bonding:** Rolf needs to complete documentation for bonding.

### **New Business**

**Flag replacement:** Steinsultz to contact the local VFW for a possible donation of a flag and will check with Illinois State resources for the possibly of obtaining a new Illinois flag.

**Flag pole lighting:** The flag lights seem to be running hot and may have a short. Steinsultz will contact Electrical Detectives to check and fix.

**Christmas hours of operation:** The library will be closed for the Christmas holiday on December 24<sup>th</sup>, 25<sup>th</sup> and the 26<sup>th</sup> and will reopen on December 28<sup>th</sup>. For the New Year's holiday the library will be closed on December 31<sup>st</sup> and January 1<sup>st</sup> and will reopen on January 2<sup>nd</sup>.

**Christmas bonuses:** TBD at the November meeting.

**Comptroller's report:** Sigler provided log in information.

**Maintenance – Handy man:** Steinsultz to contact Shannon Edwards or Jim Gabby about providing handyman services for the library.

**George Barker – Snow removal:** Steinsultz to contact George Barker and setup a plan for parking lot snow removal.

**Parking lot Repairs:** Steinsultz will check with the new handyman about filling and repairing the holes by the building and the culvert.

**Backup FOIA/OMA Officer:** O'Leary made a motion to appoint Library Director, Erin Steinsultz as the FOIA/OMA officer. Rolf seconded. All were in favor and the motion passed.

**Closed Session:** None

**Adjournment:** O'Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:40pm on October 20, 2015. Rolf seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on November 17, 2015.

Minutes submitted by secretary, Julie Durr.