

**Crab Orchard Public Library
Regular Board Meeting
May 19, 2015**

Call to Order: Susan Rolf called the regular board meeting of the Crab Orchard Library District to order at 6:55 pm on May 19, 2015. Marge Mangan, Dawn O’Leary, Susan Rolf, Scott Barger and Julie Durr were present. Librarian Director Jennifer Sigler was also present.

Absent: Russ Stoup and Evelyn Barber

Public Comment: None

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

Communications:

- Received cash in points from the closing of the Capital One credit card. The points were redeemed for three \$25 Wal-Mart cards and one \$25 Target card.
- The Illinois Library Association letter for renewal was returned to sender. It will be resent.
- Sigler received a \$10 check for proctoring an exam for the Real Estate Institute.
- Amanda Barnes sent a letter concerning Equalized Assessed Valuations (EAV), Levies, Rates and Extensions for the 2014-2015 year.

Report of the Librarian:

- The book sale, so far, has earned proceeds of \$162.00.
- The library newsletter has officially launched. It will be a quarterly newsletter.
- Summer reading activities are, for the most part finalized. Although, additional classes/programs will be added as they are organized.
- Sigler will attend the SPLMI conference from Sunday, May 31 through Friday, June 5.
- Sigler contacted Michael Hall, our local records unit field representative with the Illinois State Archives and Illinois State Library. A meeting has been set up in June to discuss records retention and to file a records disposal form.

Circulation:

Library Statistics for April:

Circulation

Check-outs: 510

Renewals: 76

ILL out: 245

ILL in: 99

E-books: 166

Total circulation: 1096

People in

Adults – 372
Children – 70
Computer uses – 78

Financial Report: Barger made a motion to file the April 2015 financial report for audit. Mangan seconded the motion. All were in favor and the motion passed.

Payment of Bills: None

Unfinished Business:

- **Audit:** The audit is in progress. There has been regular contact with Dean Snider. There are no results or price point yet. Sigler to verify if an audit initiated before the deadline will still meet the deadline requirements for the audit. Additionally, Sigler will find out if the audit needs to be filed anywhere and if this will affect funds appropriations.
- **Library Credit Card:** There has been no change in the status of the application for the library credit card. The audit needs to be finished before we can apply for the credit card. Due to the inability to obtain an official credit card while waiting for completion of the audit discussion followed about how to obtain funds for upcoming necessary purchases.
 - O’Leary made a motion to allow Sigler to purchase a prepaid credit or gift card with which she can conduct business purchases up to \$500. Barger seconded the motion. All were in favor and the motion passed.
- **Trustee Training Webinar #2:** Site down for maintenance-Pending.

New Business:

- **Official Election Results:** The official election results have been received and reviewed.
- **Summer Reading Program:** A Summer Reading Program Kickoff Picnic will be held at the Creal Springs City Park, on May 30, from 12-2 p.m. The library will provide the hotdogs, hamburgers, buns, condiments and drinks. The rest will be potluck. There will be games, a book sale and packets/flyers/forms for program signups
 - Reading Programs:
 - **Reading logs:** There will be reading log programs for all ages. Tickets will be awarded per pages read and there will be a raffle for prizes at the end of the Summer Reading Program.
 - **Two separate book clubs** will start this summer:
 - ✓ **Books and Bagels-**We will provide bagels and meet every third Monday. Books will be picked a year ahead of time. On the 1st of the month we will use interlibrary loans to get books. Sign up to join anytime.
 - ✓ **Brown Bag book club** will meet every week. Patrons will bring a lunch or a snack and the book or books that they are currently reading to discuss.

- **Movie License:** Sigler located the library's movie license and will renew it for next summer.
- **July 4th Holiday:** July 4th is on a Saturday this year. We discussed and confirmed that our holiday policy is that we will close on the same holidays as IHLS.
- **Patron Survey Results:** As a rough summary we are improving or have active plans to address the lowest scoring issues from the survey. 100% of responses indicated that the library was very important to their family and there were high ratings concerning the library as a reference center and for services including interlibrary loan, internet access and photocopy services. Possible areas for improvement and some suggestions included acquiring comfy chairs for a study area and working to relay library information more effectively by utilizing flyers, Facebook, signs and word of mouth.
- **Library Employee Handbook:** Pending but will be in effect by the new fiscal year and will be discussed at the next meeting.
- **Plumbing:** Baker and Sons was called to address the water under the building issue and a broken sump pump line. The immediate problem with the line was fixed but we will need to install a new sump pit, a large yard box for under the building and run two gutter drains to the yard box, pump the septic tank and install an M53 sump pump in the lift station pit and replace the outlet cover to fix the standing water problem. A price quote was provided of \$2, 673 which can be paid in three payments. This will be on next month's agenda to be discussed along with the broken hot water heater.

Closed Session: None

Adjournment: Barger made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:55 pm on May 19, 2015. Durr seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.