

Crab Orchard Public Library
Regular Board Meeting
November 15, 2016

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:44 pm on November 15, 2016. Russ Stoup, Susan Rolf, Scott Barger, Marge Mangan, Dawn O’Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: Evelyn Barber

Public Comment: None

Minutes of Previous Meeting: Mangan made a motion to accept the October 2016 minutes. Barger seconded the motion. All were in favor and the motion passed.

Communications: F.A Munas, MD donated a copy of his book *Mission to Earth* to the library. The library received a donation from Risa Oswald of several copies of the book *Hacksaw Ridge*.

Report of the Librarian:

Library Statistics for October:

Circulation

Check-outs: 799

Renewals: 130

ILL out: 466

ILL in: 148

E-books: 127

Total circulation: 1,670

People In

Adults: 347 (75 of whom were men)

Children: 106

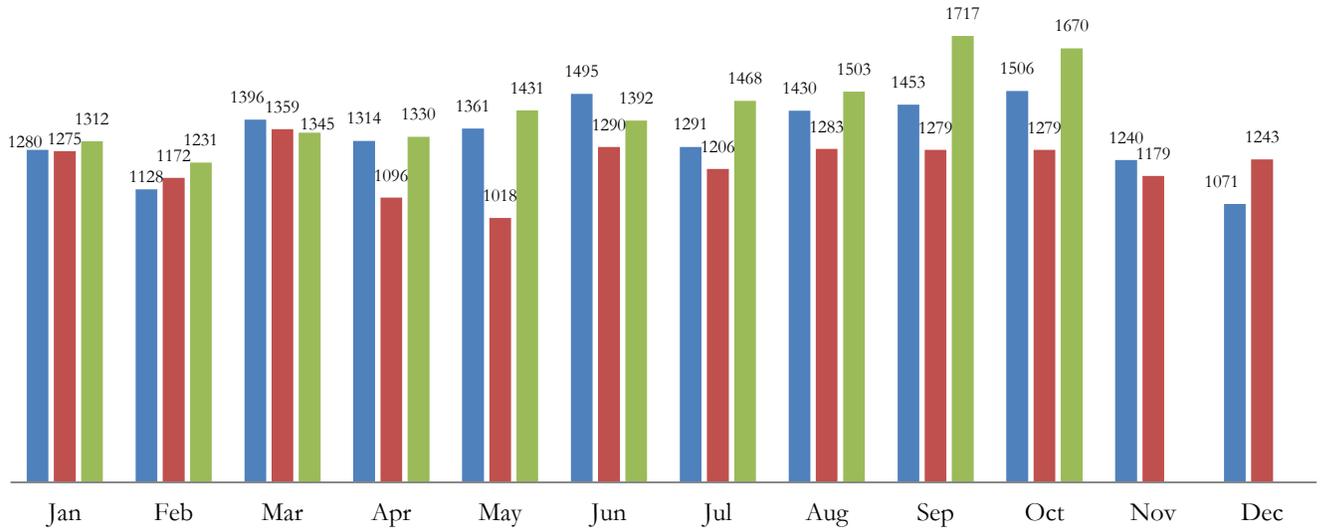
Computer uses: 67

Facebook Reach: 1,924

Website Visits: 381

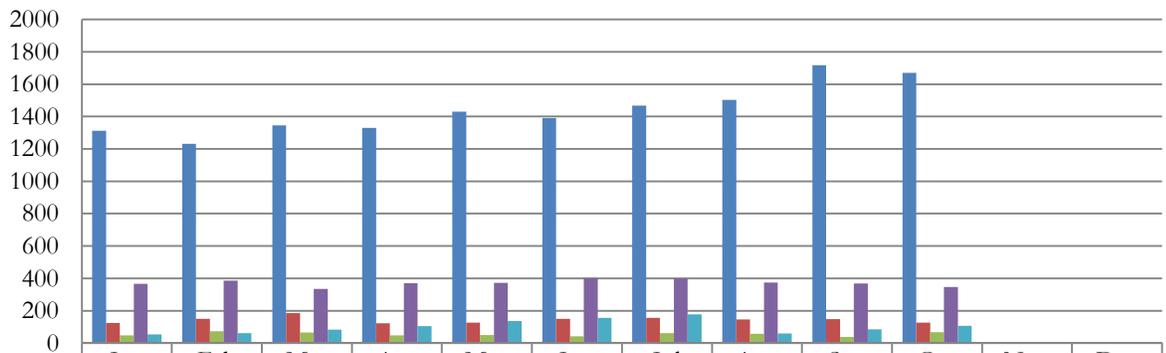
Circulation Comparison

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



Comparisons:

2016 Library Usage



■ Total Circulation	1312	1231	1345	1330	1431	1392	1468	1503	1717	1670		
■ Ebooks	124	150	186	122	126	149	155	146	147	127		
■ Computer Users	47	73	66	48	50	41	61	57	38	67		
■ Adults	366	385	334	371	373	402	399	375	369	347		
■ Children	54	61	83	105	136	156	177	60	85	106		

Miscellaneous Business:

We are on track to have higher circulation this year (14,399) than last (14,679) with just two more months to go.

The Halloween Bash was very well attended. We had nearly 100 Trick or Treaters. We had a few comments about what a good idea it was and how much the parents appreciated it. We have some ideas for next year. Such as addressing lighting-getting dark

For a short time, we had a library cat. We hope it went to back to its owner or to a good home.

Work on the building exterior has begun. They are doing the outside first while the weather is cooperating. Shannon is going to let me know a timeline soon for moving to the interior. Steinsultz is working on a plan for moving the materials.

We are preparing for Family Reading Night on November 17. This will be our last special program, other than our regularly scheduled programs, until after the construction is complete.

Last month, PhoneMax came and adjusted the surveillance cameras.

Steinsultz has made inquires for new potential board members. Cheryl Johnson has agreed to run.

Steinsultz discussed with employees about how to sell and improve the library and its services and has been having them attend workshops on the topic.

Eugene Martin donated a live tree.

The copy machine is broken and a call has been placed for it to be repaired. Due to parts being discontinued in 2019 we need to consider budgeting for a new copier or look into leasing one.

Steinsultz attended a Library Law Day with Phil Lenzini that was very informative.

- Steinsultz received and provided to Secretary Durr, a form for Closed Session Minutes and a list of the *Exceptions Permitting Closed Sessions*.
- Lenzini discussed requirements for holding tax hearings including that those present must have opportunity to speak and board members must be present.
- Other topics he discussed included that any texts or emails sent while in a meeting are FOIable, reimbursement procedures also apply to board members and if advocating for a bond there are specific rules on money that need to be addressed.
- Also, according to the Public Funds Investment Act the library must have a policy for the Annual Financial Report and Audit.
- Also, if a library uses surveillance equipment, information needs to be added to the Policy Manual.
- Other topics discussed included salaries and overtime, baby changing stations and policies concerning service animals.

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

Payment of Bills: None

Unfinished Business

Employee handbook: Pending

Policy handbook: Pending

Little Free Libraries: Pending

Programming: Our first Family Reading night will be held on Thursday November 17th to encourage families to read together. Participants will wear PJs and there will be crafts, snacks and reading of books. Due to expected construction, no other special programs will be held for the rest of 2016.

Construction Grant: Progress is being made. Steinsultz is working on schedules and with the contractor to keep the library open as much as possible during construction.

Annual Financial Report and Audit (Comptroller's Report): The Annual Financial Report and Audit is due on December 27th. Steinsultz is working on completing this report. A board meeting will be held in December to review the report before the deadline.

Employee Recognition: Pending

2016 Christmas Hours of Operation: The decision was made to not change the 2016 Christmas hours of operation.

Alcohol Policy: According to Phil Lenzini before an alcohol policy is approved, local ordinances and licenses and how those ordinances/licenses may affect the library's alcohol policy must be explored and taken into account.

New Business

Ordinance number 2016-04, an ordinance establishing the Tax Levy for the year beginning July 1, 2017:

Stoup called for a motion to open a tax levy hearing.

➤ O'Leary made a motion to open a tax levy hearing. Rolf seconded the motion. Roll Call Vote: Russ Stoup-Aye, Susan Rolf-Aye, Scott Barger-Aye, Marge Mangan-Aye, Dawn O'Leary-Aye, and Julie Durr-Aye. All were in favor and the tax levy hearing opened.

No visitors or comments.

➤ Barger made a motion to close the tax levy hearing. Rolf seconded the motion. Roll Call Vote: Russ Stoup-Aye, Susan Rolf-Aye, Scott Barger-Aye, Marge Mangan-Aye, Dawn O'Leary-Aye, and Julie Durr-Aye

Annual Report of Receipts and Disbursements (Treasurer's Report):

- Rolf made a motion to approve the Annual Report of Receipts and Disbursements (Treasurer's Report). Mangan seconded the motion. All were in favor and the motion was approved.

Per Capita Grant Application and Required Reviews:

Discussed *Chapter 6-Serving Public*.

Board members discussed questions about policy revisions and compliance and the requirement of updating the website/presence weekly.

Trustee question for discussion: Describe how the library meets the needs of the community as a provider of Educational Programs and training opportunities. Include a description of how the library can integrate new technologies and include one activity that fosters increased resource sharing.

Ordinance Number 2016-03, an ordinance establishing 2017 Meeting Dates of the Board of Trustees:

- O'Leary made a motion to approve the 2017 Meeting Dates for the Crab Orchard Library District Board of Trustees in compliance with Ordinance Number 2016-03. Rolf seconded the motion. All were in favor and the motion was approved.

2017 Library Holidays

- Mangan made a motion to approve the 2017 Library holidays. Rolf seconded the motion. All were in favor and the motion passed.

Review of Closed Session Minutes:

Stoup and Barger reviewed the closed session meeting minutes.

- O'Leary made a motion to keep the closed minutes closed. Barger seconded the motion. All were in favor and the motion passed.

Friends of the Library: Discussed recommendations by Phil Lenzini concerning Friends of the Library status and options. Set goal to start a new support group for the library in the spring.

December Meeting: Meeting date to be determined to discuss AFR and Per Capita Grant requirements.

Personnel: Closed session. No action necessary.

Closed Session:

Stoup called for a motion to go into closed session.

- Rolf made a motion to go into closed session at 8:17 pm on November 15, 2016 for the purpose of discussing an employee incident applicable Statutory Section 2(c)1. 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 and Durr-aye. All present were in favor and a Closed Session meeting convened at 8:17 pm on November 15, 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 8:23pm. Rolf seconded the motion. Roll Call Vote: Stoup took a roll call vote: Barger-aye, Rolf-aye, Mangan-aye, O’Leary-aye, Stoup-aye and Durr-aye. All present were in favor and the board re-entered into the regular board meeting at 8:23pm on November 15, 2016.

Adjournment: O’Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:24pm on November 15, 2016. Barger seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.