

**Crab Orchard Public Library
Regular Board Meeting
September 20, 2016**

Budget Hearing: Russ Stoup called the budget hearing meeting for the Crab Orchard Library District to order at 6:45 pm on September 20, 2016. There were no comments. Stoup closed the meeting at 7:00 pm.

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 7:00 pm on September 20, 2016. Russ Stoup, Susan Rolf, Evelyn Barber, Marge Mangan, Dawn O’Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: Scott Barger

Public Comment: None

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

Rolf made a motion to accept the August 16, 2016 closed meeting minutes. O’Leary seconded the motion. All were in favor and the motion passed.

Rolf made a motion to accept the September 7, 2016 special meeting minutes. Mangan seconded the motion. All were in favor and the motion passed

Communications: The library received a second Google review. It was a positive review. Presenter Dr. Greer emailed about his program attendance. Even though there was a low turnout we were pleased with the program and that his illustrator was also able to attend.

Report of the Librarian:

Library Statistics for August:

Circulation

Check-outs: 600

Renewals: 105

ILL out: 514

ILL in: 138

E-books: 146

Total circulation: 1,503

People In

Adults: 375 (92 of whom were men)

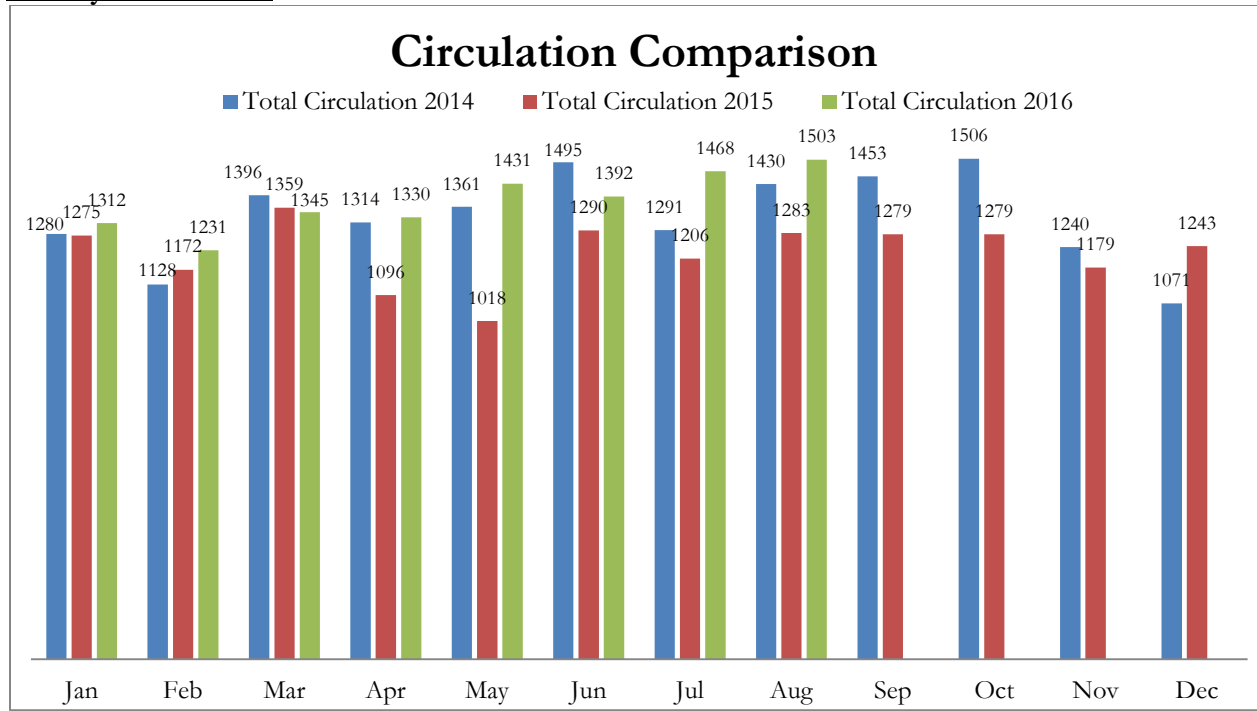
Children: 60

Computer uses: 57

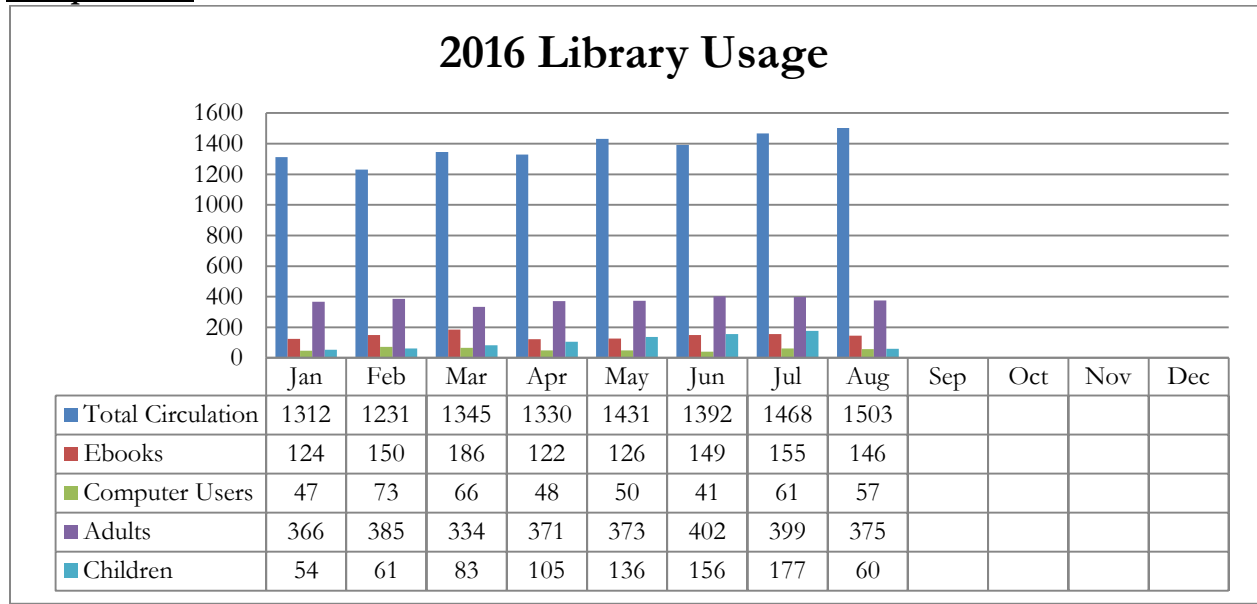
Facebook Reach: 1,470

Website Visits: 292

Library Circulation:



Comparisons:



Miscellaneous Business:

Story Time has restarted. Lori Parks filled in for the Preschool session last week. Steinsultz covered this week. Next week, Emily Drone from Harrisburg Library will be our guest presenter. Steinsultz has also been covering the afterschool Story Time for big kids.

Steinsultz attended a meeting with the Illinois Comptroller’s office regarding the completion of the Annual Financial Report.

Lazerware and Phone MACS have both completed installing new equipment.

The Shakespeare Reading Group will meet again at the library on October 3 to read *A Comedy of Errors*. All are welcome to attend.

Dr. Blaine Greer's book signing on September 7 brought in a small audience of two, but both patrons seemed to enjoy talking with him. He donated a copy of his book to the library.

Creal Springs Wonder Water Festival Parade is September 24. Please look for the library's float.

Upcoming events include a Book and Bake Sale on October 15 from 8 a.m. to Noon and a Halloween Bash on October 29 from 6 to 8 p.m. We also have plans to hold a Family Reading Night on November 17. Exactly what it will be depends a lot on construction progress.

We have been weeding the collection based on circulation and eliminating some shelving. This will help us have less to move when it is time to replace the carpet.

The first day to circulate petitions for the April 2017 election is September 20. There will be two trustee positions on the ballot.

Financial Report: Stoup noted that the 2016 August 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 Snider McCree CPAs LLC (Services) for \$303.75. Barber seconded the motion. All were in favor and the motion passed.
- O'Leary made a motion to pay the bill to Phone M.A.C.S LLC (Services) for \$4,139.94. Mangan seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to Lazerware (Services) for \$3,129.20. Rolf seconded the motion. All were in favor and the motion passed.

Unfinished Business

Employee handbook: Pending

Policy handbook: Pending

Little Free Libraries: Pending

Programming: Steinsultz is running story time in Colboth's absence. A Halloween program is being planned.

Library Budget and Loan: Discussed repayment options for the tax anticipation loan including making payments to avoid late fees and repayment of the loan after we receive the next tax installment.

Employee Annual Raises: The budget committee made a recommendation to offer a 3% raise across the board to all employees and to give an additional raise to Linda Colboth to correlate with her increase in duties. Merit raises and the use of employee evaluations were also discussed.

- Barber made a motion to grant the employees of Crab Orchard Library a raise of 3% retroactive to July across the board and an additional raise to employee Linda Colboth when she returns from her leave of absence. Rolf seconded the motion. All were in favor and the motion passed.

Disaster Plan:

- O'Leary made a motion to approve the Disaster plan with the recommended revisions. Mangan seconded the motion. All were in favor and the motion passed.

New Business

Budget and Appropriations Ordinance: Mangan made a motion to approve the Budget and Appropriations Ordinance. Barber seconded the motion. Roll call vote: Russ Stoup-aye, Julie Durr-aye, Marge Mangan-aye, Susan Rolf-aye, Dawn O'Leary-aye, Evelyn Barber-aye. Scott Barger was absent. All were in favor and the motion passed.

Construction Grant Bids: Questions were sent concerning individual bids. Answers were received. Also, an additional bid was received from Steve Bernard. All bids and follow-up replies were reviewed and discussed by the board members.

- O'Leary made a motion to accept the contract bid from Shannon Edwards pending reference check and verification of payment schedule. Rolf seconded the motion. All were in favor and the motion passed.

Grant Start of Work Clarification: We have met the start of work requirements by beginning the process with opening contract bids.

Annual Financial Report and Audit: Steinsultz reported that starting in 2016 libraries with budgets under \$850,000 must be audited every four years. An exception to that mandate is if the budgets received 3/5 board approval.

Employee Recognition: Discussed options for recognizing former librarian, Lola Morris.

Employee Leave of Absence: Employee Linda Colboth has not been released by her doctor to return to work until October 3, 2016. Colboth has requested an extension to her leave of absence.

- O'Leary made a motion to approve a medical leave of absence extension for employee Linda Colboth to October 3, 2016. Rolf seconded the motion. All were in favor and the motion passed.

April 2017 Election: Mangan and O'Leary are up for re-election. December 19th is the final day to file petitions.

Other: The library received a large donation of DVDs and high interest books for the book sale.

Closed Session: None

Adjournment: Mangan made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:48pm on September 20, 2016. Rolf seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on October 18, 2016.

Minutes submitted by secretary, Julie Durr.