

Crab Orchard Public Library
Regular Board Meeting
May 17, 2017

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:45 on May 17, 2017. Russ Stoup, Susan Rolf, Anita Biver, Evelyn Barber, Cheryl Johnson, Scott Barger and Julie Durr were present. Library Director, Erin Steinsultz was also present.

Public Comment: None

Minutes of Previous Meeting: Rolf made motion to accept the April 2017 regular board meeting minutes with an amended statement. Barber seconded the motion. All were in favor and the motion passed.

Amended Statement:

From- O'Leary made a motion to pay Shannon Edwards \$12,943.33 for remodeling/construction work. Mangan seconded the motion.

To-- O'Leary made a motion to pay Shannon Edwards \$12,943.33 (grant funded construction/remodeling completion). Mangan seconded the motion.

Communications: The County Clerk office emailed a request to review and update if necessary Trustee information-name, address, phone number and email.

- Rolf made a motion to move New Business items *Swearing in Elected Trustees* and *Board Officer Elections* to the next item on the agenda after communications. Barger seconded the motion. All were in favor. Motion approved.

New Business-Swearing in of Newly Elected Trustees: President Russ Stoup swore in the newly elected trustees Cheryl Johnson and Anita Biver.

New Business-Board Officer Elections:

- Durr nominated Russ Stoup for President. Rolf seconded the motion. All were in favor. Russ Stoup will serve as Crab Orchard Public Library Board President.
- Barger nominated Julie Durr for Secretary. Barber seconded the motion. All were in favor. Julie Durr will serve as Crab Orchard Public Library Board Secretary.
- Barger nominated Susan Rolf for Treasurer. Barber seconded the motion. All were in favor. Susan Rolf will serve as Crab Orchard Public Library Board Treasurer.
- Johnson nominated Susan Rolf for Vice President. Barger seconded the motion. All were in favor. Susan Rolf will serve as Crab Orchard Public Library Board Vice President/

Report of the Librarian:

Library Statistics for April:

Circulation
Check-outs: 1,123
Renewals: 150

ILL out: 27
ILL in: 545
E-books: 183

Total circulation: 2,028

People in

Adults – 393 (110 of whom were men)

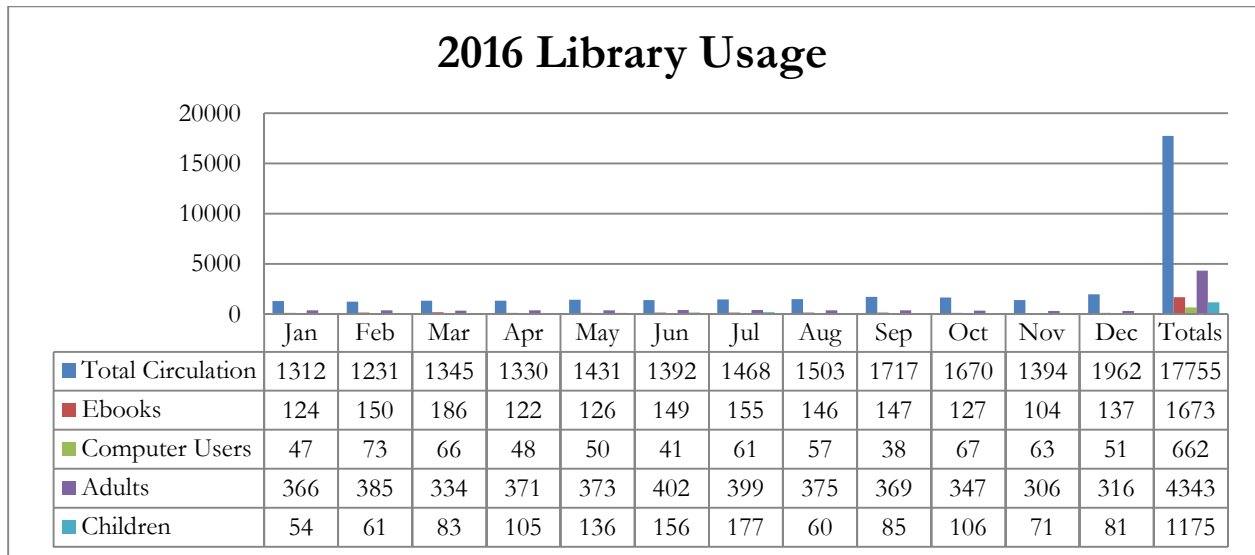
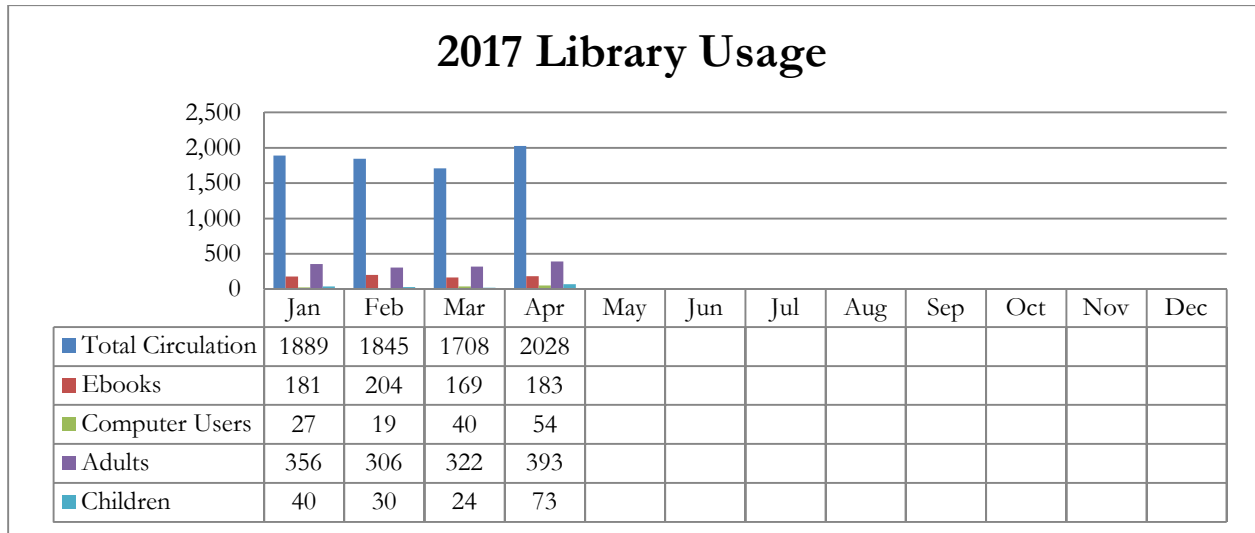
Children – 73

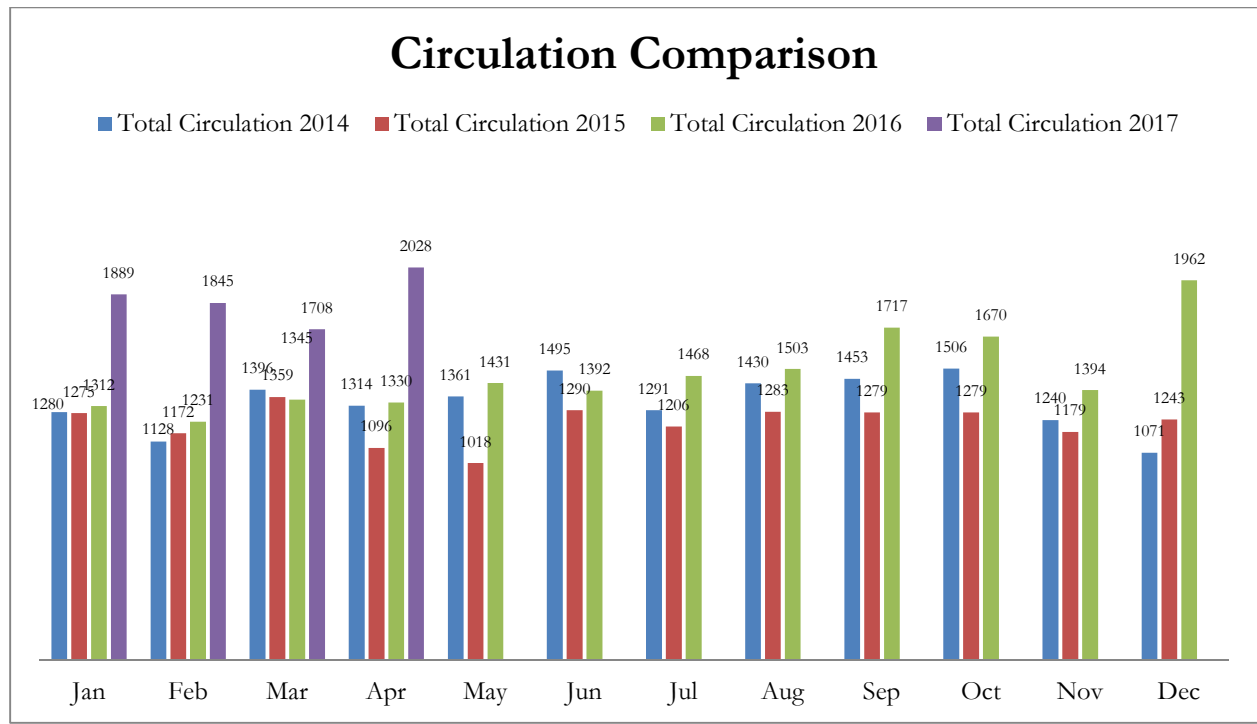
Computer uses – 54

Facebook Reach: 728

Website Visits: 182

Library Circulation Comparisons:





Miscellaneous Business:

The library has been selected to receive a \$1,000 grant from the Dollar General Literacy Foundation to provide free books and prizes at the Summer Reading Program. Money will be used to provide prizes, and giveaway books.

The interlibrary loan function is operational again and patrons can place requests on our items from anywhere in the library system.

The new drinking fountains have been installed by Baltzell Plumbing. The new units are slightly smaller than the previous units. They are also hung slightly lower to be compliant with the Americans with Disabilities Act.

Phone MACS installed a new box for the network connections.

Will consult the board about donating a piece of artwork and a book to the museum.

Some new shelves have been purchased and most of the library materials are back on the shelves.

Summer Reading Program flyers have been distributed to the schools. The program begins June 8th with a family picnic at Center Baptist Church from 11 a.m. to 1 p.m. A Trivia Night is scheduled for June 20th at 7 p.m. at the Crab Orchard United Methodist Church.

Steinsultz has been covering Story Time in Mrs. Linda's absence and has asked Julie Durr to fill in while she is on vacation. Crochet has been put on hold. Sue Clark has taken over Adult Coloring. I would like to discuss the position's job description and the application process.

Steinsultz will be on vacation the week of May 22nd. The library is closed for Memorial Day May 29th. My first day back will be May 30th.

Financial Report: Stoup noted that the April 2017 financial report as submitted by Snider McCree CPAs LLC has been submitted to file for audit.

Payment of Bills:

- Barber made a motion to pay Taped Editions \$432.90 for audio books. Barger seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay Baltzell Plumbing \$980.00 for installation of new water fountains. Johnson seconded the motion. All were in favor and the motion passed.
- Barger made a motion to pay Baker & Taylor \$433.69 for books. Biver seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay Animal Tales \$350.00 for programming. Barber seconded the motion. All were in favor and the motion passed.
- Barger made a motion to pay Amazon \$563.82 for books and supplies. Johnson seconded the motion. All were in favor and the motion passed.

Unfinished Business

Employee handbook: Pending

Policy handbook: Pending

Programming: Upcoming-Coffee and Collage, Summer Reading Program, Musician Rick Rayburn

Crochet group is on hold.

Construction Grant: Work is finished except for a few touchup items and filing of the final report.

Plumbing: The new water fountains have been installed and are working fine.

New Business:

Swearing in of newly Elected Trustees: See Above

Board Officer Elections: See Above

Personnel: Closed session personnel 2(c)

Job Description/Hiring: Reviewed and discussed job description and hiring guidelines.

Other-Signs: Discussed signage possibilities.

Other-Links: Steinsultz provided links and information pertaining to Trustee responsibilities and duties.

Other-Heating and Air: D&C coming to do an annual check of the heating and air system on Friday, May 19, 2017.

Closed Session: Barger made a motion to go into closed meeting at 7:40pm-for personnel 2(c). Barber seconded the motion. Roll call vote: Russ Stoup-aye, Susan Rolf-aye, Anita Biver-aye, Evelyn Barber-aye, Cheryl Johnson-aye, Scott Barger-aye and Julie Durr-aye.

- Rolf made a motion to exit closed meeting at 7:49pm on May 17, 2017. Barger seconded the motion. Roll call vote: Russ Stoup-aye, Susan Rolf-aye, Anita Biver-aye, Evelyn Barber-aye, Cheryl Johnson-aye, Scott Barger-aye and Julie Durr-aye.

Resumed Regular Board Meeting at 7:49pm on May 17, 2017.

- Barger made a motion to accept Lynda Colboth's resignation. Rolf seconded the motion. All were in favor. Motion passed.

Adjournment: Rolf made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:20 pm on May 17, 2017. Barber seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.