

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

**Call to Order:** Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:46 pm on January 20, 2015. Evelyn Barber, Marge Mangan, Russ Stoup, Dawn O’Leary, Susan Rolf, and Julie Durr were present. Librarian Director Jennifer Sigler was also present. Absent: Scott Barger

**Public Comment:** None

**Consent Agenda:** Rolf made a motion to remove consent agenda from the agenda. Barber seconded the motion. All were in favor. Motion passed.

**Minutes of Previous Meeting:** Rolf made a motion to accept the December 2014 minutes. Mangan seconded the motion. All were in favor and the motion passed.

**Communications:**

- Received a \$394.49 refund from Frontier Communications -Pittsburg branch
- Received miscellaneous summer program flyers
- Amanda Barnes from the county clerk office sent a request for an update of Trustee’s contact information
- Secretary of State sent a notification about the SPLMI conference
- Secretary of State sent a notification about awarding the library a Per capita grant of \$9,260
- Received \$38.44 tax money from the County Collector
- Secretary of State sent notice of due amounts for 2016 of \$ 793.91 and \$817.73 for 2017
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**Report of the Librarian:**

**Circulation:** Total Circulation-1071 (checkouts, renewals, eBooks Ill)

Checkouts: 514

Renewals: 110

ILL out: 162 ILL in: 118

eBooks: 167

Patrons: Adults: 312, Children: 33 and Computer Users: 37

December Comparison: 2013 (Adults, Children, Computer Users and eBooks) = 585

2014 (Adults, Children, Computer Users and eBooks) = 549

**Storage Shed:** The storage shed has been clean and organized and is almost ready for spring and shelving

**Storage Tubs:** Sigler purchased storage containers.

**Library Policy and Employee Manual:** Pending

**Partitions:** Pending

**Story Time:** Story Time has been reinstated.

**Website:** The new website will be launching soon and training will begin.

**Crochet Circle:** Crochet Circle will start on Monday January 26, 2015 at 1 pm.

**Financial Report:** O'Leary made a motion to accept the December 2014 financial report. Rolf seconded the motion. All in favor and the motion passed.

### **Payment of Bills:**

Mangan made a motion to pay the bill to Illinois Heartland Library System for \$1,906 (Services). Rolf seconded the motion. All were in favor and the motion passed.

O'Leary made a motion to pay the bill from Baker & Taylor for \$ 416.96(Adult pre-order books). Rolf seconded the motion. All were in favor and the motion passed.

### **Unfinished Business**

**Health Insurance:** Pending

**Pension Update:** Pending

**Employee Job descriptions and Compensation:** Pending

**Outside Lighting:** Electrical Detectives will be coming to give a quote. Ameren also contacted but not receiving clear responses.

**Library Credit Card:** Sigler is gathering information from Fifth Third, Farmers State Bank and Regions banks on creating a library account that will not be attached to a personal account.

**QuickBooks Register:** Morris found \$1,045.50 in Capital One payments not recorded in the register-online payment. O'Leary made plans to help reconcile the register. Manual reconciling uncovered an additional \$2,000.

**Audit:** Sigler to research library law concerning audits and requirements.

### **New Business**

**Budget Laws:** Sigler working on managing and clarifying budget appropriation issues and concerns including budgeting account laws, the appropriation of income and grants and how these are filed in QuickBooks.

**Webinar:** The board considered the possibility of attending a budget webinar.

**Per Capita Grant:** We were awarded the 2015 per capita grant of \$9,260. Sigler will check into Black Border and the possibility of a new tax levy.

**Year to Date Fiscal comparison:** Sigler prepared and presented a report comparison of Profit and Loss in comparison to last year.

**Holidays:** The library will follow and use as guidelines the IHLS Holidays.

**Space Utilization:** In anticipation of summer programming and upcoming events and for safety concerns and space utilization, the computers, books and shelving will be moved and rearranged. On the days that the computers will be moved, the library will be closed.

### **Closed Session:**

Rolf made a motion to go into closed session at 8:43 pm for the purpose of discussing the evaluation of the current Library Director, Jennifer Sigler. O'Leary seconded the motion.

Roll Call Vote: Durr took a roll call vote- Evelyn Barber -aye, Rolf-aye, Mangan -aye, O'Leary-Aye, Stoup-aye and Durr -aye. Scott Barger was absent.

All were in favor and a Closed Session Meeting was opened at 8:43 pm on January 20, 2015.

Stoup called to re-enter into the regular meeting at 9:03pm.

O'Leary made a motion to notify Sigler that we are pleased with her performance to date and will provide some objective parameters for future annual evaluations. Durr seconded the motion. All were in favor and the motion passed.

**Adjournment:** Rolf made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 9:07 pm on January 20, 2015. Barber seconded the motion and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.