

**Crab Orchard Public Library
Regular Board Meeting
January 17, 2017**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:45 pm on January 17, 2016. Russ Stoup, Susan Rolf, Marge Mangan, Evelyn Barber, 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: Barber made a motion to accept the December 2016 minutes. Mangan seconded the motion. All were in favor and the motion passed

Communications:

The library received a notice concerning fee increases for the Heartland database, a small tax installment, a notice concerning levy documentation and a reminder notice from the Secretary of State to do travel expense control act documentation.

Report of the Librarian:

Library Statistics for December:

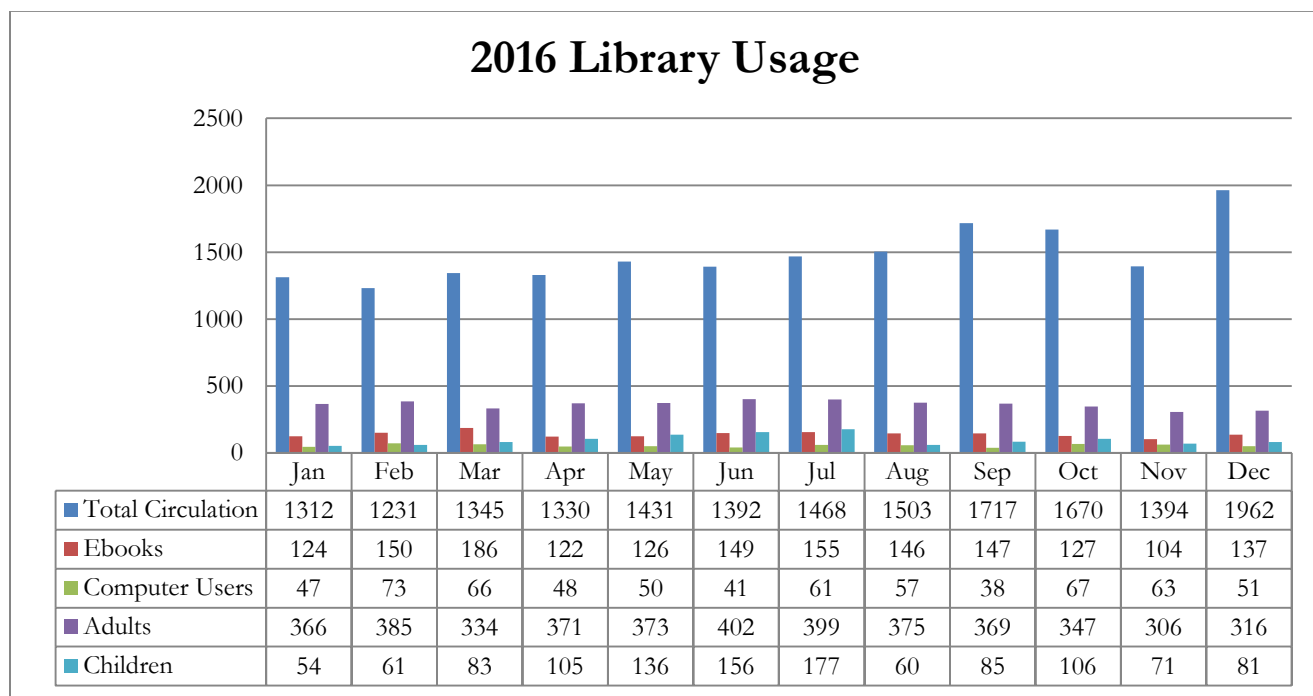
Circulation

Check-outs: 1106
Renewals: 114
ILL out: 150
ILL in: 455
E-books: 137
Total circulation: 1,962

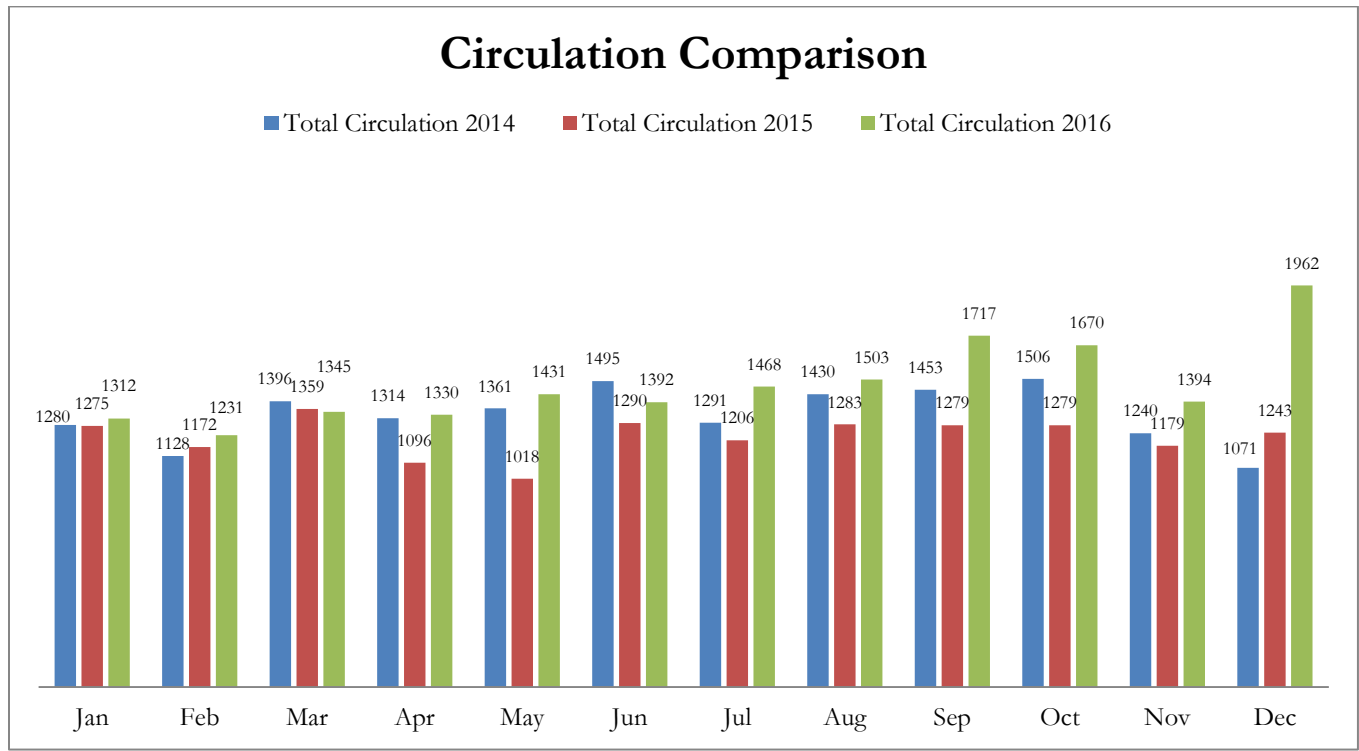
People In

Adults: 316 (80 of whom were men)
Children: 81
Computer uses: 51
Facebook Reach: 2,234
Website Visits: 239

Library Circulation:



Comparisons:



Construction continues, with workers expected on January 16 while we are closed to work on the walls and prepare for new carpet. Work is also expected to take place during the hours when the library is closed to speed up the process and hopefully allow us to remain open.

Steinsultz has completed the annual certification and is working on the ILL Traffic Survey. Next she will begin working on the Illinois Public Library Annual Report (IPLAR) and grant applications for the Summer Reading Program.

Financial Report: Stoup noted that the December 2016 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 Traveler’s Insurance (liability insurance) for \$1,125. Mangan seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay the bill to EBSCO (magazines) for \$502.76. O’Leary seconded the motion. All were in favor and the motion passed.

Unfinished Business

Employee handbook: Pending

Policy handbook: Pending

Little Free Libraries: Pending

Programming: Working on spring programming ideas and Summer Reading Program.

Construction Grant: Currently, they are working on the walls. They are making good progress and expected completion is to be inside a few weeks.

New Business:

Board contact information/Statements of Economic Interest: Board trustees checked and confirmed their addresses for economic interest statements.

Bill payment if lack of quorum: Included in bylaws.

Interlibrary Loan Traffic Survey: The Interlibrary Loan Traffic Survey required by the State Library has been completed and submitted.

Letter of Engagement with Snider McCree CPAs:

- Barber made a motion to sign the letter of engagement with Snider McCree CPAs upon confirming cancelation stipulations. Rolf seconded the motion. All were in favor and the motion passed.

Other: The Board of Trustees made a recommendation to Steinsultz to attend Reaching Forward South 2017 in Charleston, Illinois at EIU on April 7th and ATLAS in Champaign, Illinois.

Closed Session: None

Adjournment: Rolf made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 7:40pm on January 17, 2016. O'Leary seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.