

Crab Orchard Public Library
Regular Board Meeting
May17, 2016

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:49 pm on May 17, 2016. Scott Barger, Marge Mangan, Russ Stoup, Susan Rolf, Dawn O’Leary, Evelyn Barber and Julie Durr were present. Library Director, Erin Steinsultz was also present.

Public Comment: None

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

O’Leary made a motion to accept the Closed Meeting Minutes from April 19, 2016 minutes. Rolf seconded the motion. All were in favor and the motion passed.

O’Leary made a motion to accept the Budget Meeting Minutes from April 26, 2016 minutes. Barger seconded the motion. All were in favor and the motion passed.

Communications:

- Brian Ward and Mike Nelms from Lazerware stopped by and discussed products and services and visited with Steinsultz and started working on a schedule/proposal to replace computers. Example of size of new mini computers. Some things will be taken care of by erate and the construction grant.

- Received a notice from the Illinois Department of Revenue that we now have a credit balance of \$191.47.

Report of the Librarian:

Circulation

Check-outs: 629

Renewals: 159

ILL out: 349

ILL in: 71

Overdrive E-books: 41

3M Cloud Library E-books: 81

Total circulation: 1,330

People in

Adults – 371 (64 of whom were men)

Children – 105

Computer uses – 48

Facebook Reach: 1,890 people

Website Visits: 248

Miscellaneous Business:

The library has been selected to receive a \$1,000 Summer Reading Program grant from the Dollar General Store Literacy Foundation. The check should arrive within the next week or so.

Documentation has been received for the construction grant so Steinsultz can start that process. There is no timeline available for receiving the funds.

The Book & Bake Sale was a great success. We sold \$164 worth of books and baked goods.

The air conditioner repair came in at more than double the estimate. Most of the repair was covered by warranty, but coolant and labor was not covered. D & C Heating is willing to work with us to spread out the expense.

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

Payment of Bills:

- Rolf made a motion to pay the bill to Scott Hotze Lawn Service (Lawn Care) for \$330. Barger seconded the motion. All were in favor and the motion passed.
- O’Leary made a motion to pay the bill to Baker & Taylor Books (Books) for \$315.46. Mangan seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to Snider McCree CPAs LLC (Services) for \$780. Rolf seconded the motion. All were in favor and the motion passed.

Unfinished Business

- Employee handbook: Pending
- Policy handbook: Pending
- Friends of the Library: Tabled
- Accounting Services: Tabled
- Library Budget: Contacted Steve Cook about the process to acquire and receive a tax anticipation loan. The process is a simple application but we will wait until the beginning of the fiscal year to apply if necessary.
- Grant updates: Received a copy of the contract for the construction grant and waiting for the check from Dollar General Store grant.
- Donations: We are considering making a brochure about different ways that patrons can donate to the library.
- Pension Plan: Talked to Farmers’ about plans and there are no IRAs for businesses-just individuals. Received information on different investments such as 401Ks.
- Little Free Libraries: Tabled
- Programming: Farmer’s Market is opening on Wednesday May 18th from 4-7pm. We hope to build up interest and the number of vendors over time. ; -
- Landscaping: Steinsultz has initiated contacting leaders in the scout programs and is waiting for a response.
- Reading program: Summer Reading Program flyers have been distributed to Crab Orchard School and Adams School. Steinsultz also mailed flyers to the larger area churches and

contacted a home school group. Events have been posted on Facebook and the library's website. Steinsultz will send newspaper notices closer to the start date. We have Subway coupons and tickets to a Miners' baseball game for every participant.

- Trustee Status-tabled to closed session

New Business:

- Non-Resident Fee Program:
 - O'Leary made a motion to participate in the Non-Resident Fee Program. Barger seconded the motion. All were in favor and the motion passed.
- Property Tax Freeze Information: Discussed information from Illinois Library Association on the proposed Property Tax Freeze legislation that was approved by the Illinois House of Representatives on April 26, 2016 and how that legislation will affect the library by limiting us to Black Border and referendums for increasing revenue. Will look into adding a section on the website to inform patrons about legislation that will affect library services.
- City of Marion Property De-annexation: Received notice that the City of Marion is de-annexing 590 acres along the border of Johnson County. Patrons in this area should revert to our district
- Fundraiser: Steinsultz is considered creating library cookbooks to sell in October as a fundraiser.

Closed Session:

Stoup called for a motion to go into closed session.

- Barger made a motion to go into closed session at 7:50pm on May18, 2016 for the purpose of discussing trustee status-applicable Statutory Section 2(c) 3. Rolf seconded the motion. Roll Call Vote: Stoup took a roll call vote: Barger-aye, Rolf-aye, Mangan -aye, O'Leary-aye, Stoup-aye, Durr-aye and Barber-aye. All present were in favor and a Closed Session meeting convened at 7:50pm on May 17, 2016.

Stoup called for a motion to re-enter into the regular meeting.

- O'Leary made a motion to go out of closed session and to re-enter the regular meeting at 8:02 pm. Mangan seconded the motion. Roll Call Vote: Stoup took a roll call vote: Barger-aye, Rolf-aye, Mangan-aye, O'Leary-aye, Stoup-aye, Barber-aye and Durr-aye. All present were in favor and the board re-entered into the regular board meeting at 8:02pm on May 17, 2016.
- Trustee Status: Resolved. The board will consider changing the bylaws to adopt a policy concerning temporary leave of absences for board members.

Adjournment: Barger made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:03 pm on May 17, 2016. O'Leary seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on June 21, 2016.

Minutes submitted by secretary, Julie Durr

