

**Crab Orchard Public Library
Regular Board Meeting
February 21, 2017**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:45pm on February 21, 2017. Scott Barger, Russ Stoup, Susan Rolf, Marge Mangan, Evelyn Barber, Dawn O’Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: None

Public Comment: None

Minutes of Previous Meeting: Mangan made a motion to accept the January 2017 minutes. Barber seconded the motion. All were in favor and the motion passed.

Communications: The library received a donation from Kim Cima.

Report of the Librarian:

Library Statistics for January:

Circulation

Check-outs: 919

Renewals: 176

ILL out: 100

ILL in: 513

E-books: 181

Total circulation: 1,889

People In

Adults: 356 (106 of whom were men)

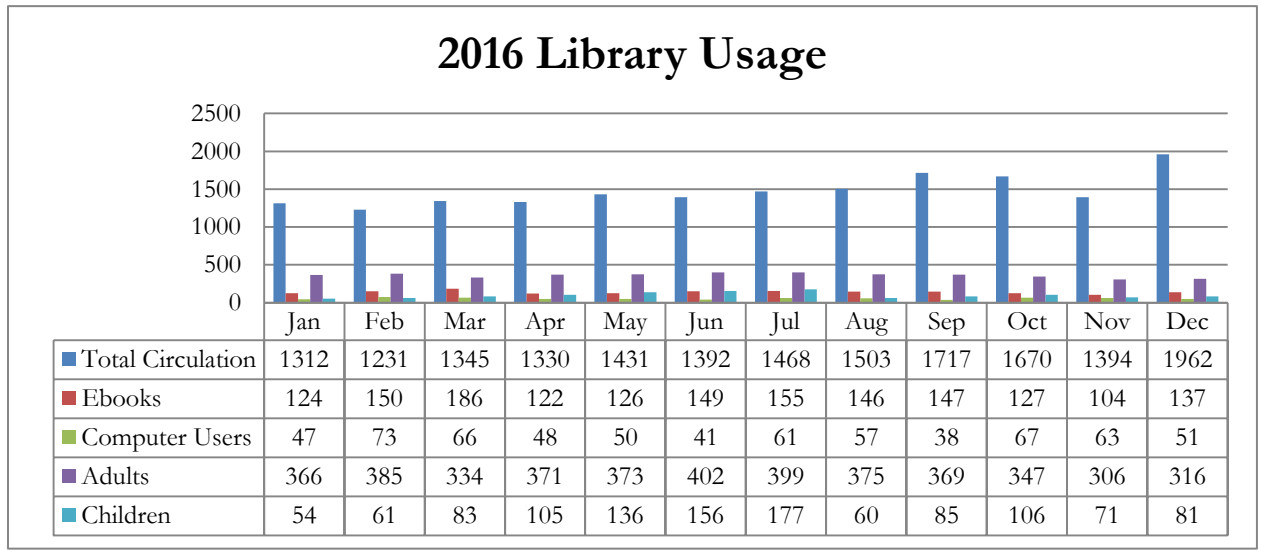
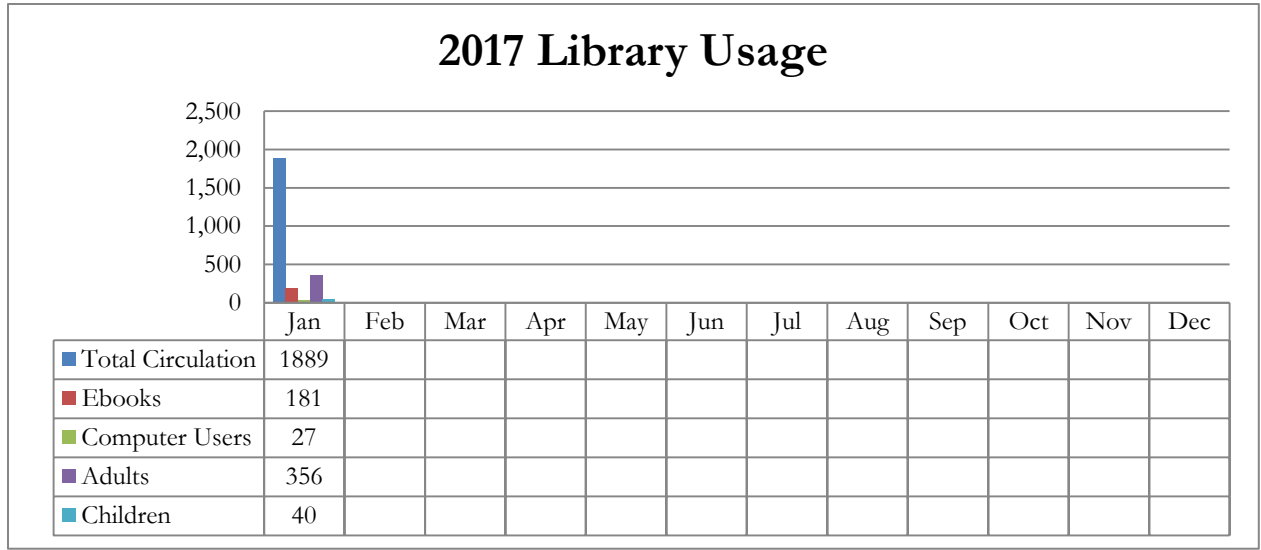
Children: 40

Computer uses: 27

Facebook Reach: 634

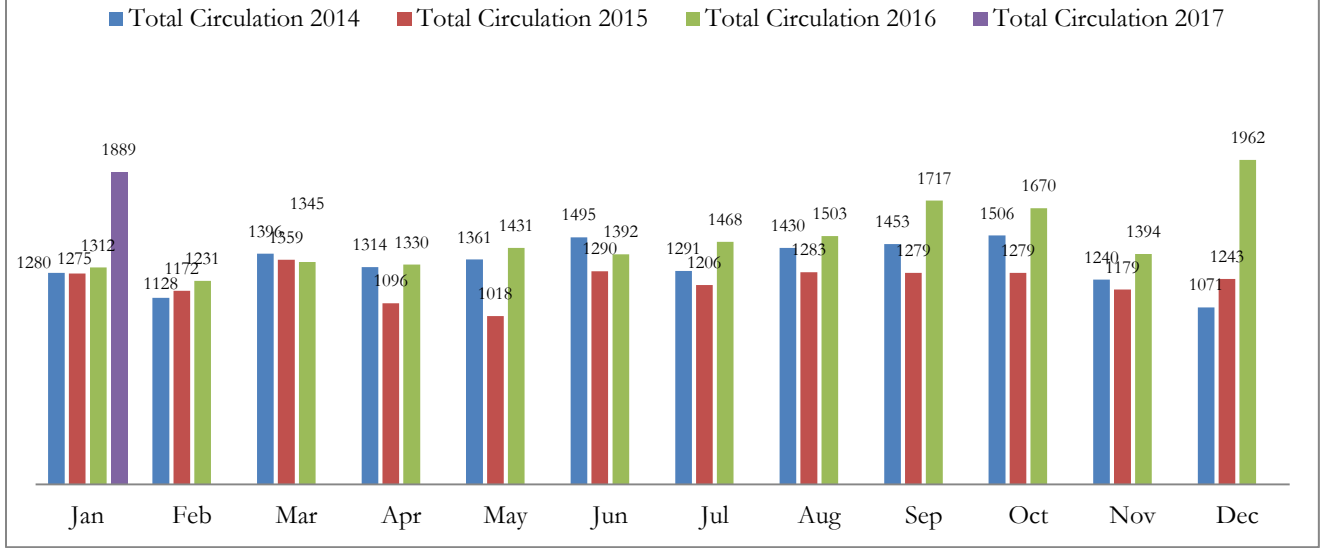
Website Visits: 279

Library Circulation:



Comparisons:

Circulation Comparison



Miscellaneous Business:

The North side of the building has new drywall, paint, carpet and trim.
 The Pre-K parent tour had to be rescheduled because of the construction possibly in April.
 Steinsultz completed the three Saturday QuickBooks classes.

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

Payment of Bills:

- Barger made a motion to pay the bill to Garret Book Company (Children’s books) for \$457.44. O’Leary seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay the bill to Visa for \$515. Barber seconded the motion. All were in favor and the motion passed.
- Barger made a motion to pay the bill to Lazerware (Quarterly maintenance) for \$1,044.11. O’Leary seconded the motion. All were in favor and the motion passed.

Unfinished Business

Employee handbook: Rolf has finished reviewing the Employee Handbook and has sent a copy to Steinsultz for final organization and review.

Policy handbook: Rolf has finished reviewing the Policy Handbook and has sent a copy to Steinsultz for final organization and review.

Little Free Libraries: Pending

Programming:

- National Library Week is April 9 to 15th.

- April 8, 2017-Book sale
- April 12, 2017-Open House (Lesley Zavaduik from the Illinois Heartland Library System will come to talk about the Cloud Library and offer instructions.)
- April 13, 2017- Card making and scrapbooking program

Construction Grant: Progressing by sections and expect to be completed before the scheduled Open House. Discussed need for a new circulation desk.

New Business:

Director's Evaluation: Moved to Closed Session.

Closed Session:

Stoup called for a motion to go into closed session.

- O'Leary made a motion to go into closed session at 7:23pm on February 21, 2017 for the purpose of discussing an employee evaluation- applicable Statutory Section 2(c) 1. Barger 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 a Closed Session meeting convened at 7:23pm on February 21, 2017.

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

- Barger made a motion to go out of closed session and to re-enter the regular meeting at 7:40 pm. Rolf 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 7:40pm on February 21, 2017.

Adjournment: O'Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 7:55pm on February 21, 2017. Barger seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.