

**Crab Orchard Public Library  
Regular Board Meeting  
October 18, 2016**

**Call to Order:** Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:46 pm on October 18, 2016. Russ Stoup, Susan Rolf, Evelyn Barber, Marge Mangan, Scott Barger, Dawn O’Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present.

**Public Comment:** None

**Minutes of Previous Meeting:** Mangan made a motion to accept the September 2016 minutes with revisions to remove the exact raise amount mentioned under *Unfinished Business: Employee Annual Raises*. Barber seconded the motion. All were in favor and the motion passed.

Barger made a motion to accept the October 4, 2016 special meeting minutes. Mangan seconded the motion. All were in favor and the motion passed

**Communications:** We received notification from the county collector concerning the receipt of the 2<sup>nd</sup> tax installment. We received a notice from Farmers State Bank concerning dormant account status.

**Report of the Librarian:**

**Library Statistics for September:**

**Circulation**

Check-outs: 759

Renewals: 127

ILL out: 549

ILL in: 135

E-books: 147

Total circulation: 1,717

**People In**

Adults: 369 (81 of whom were men)

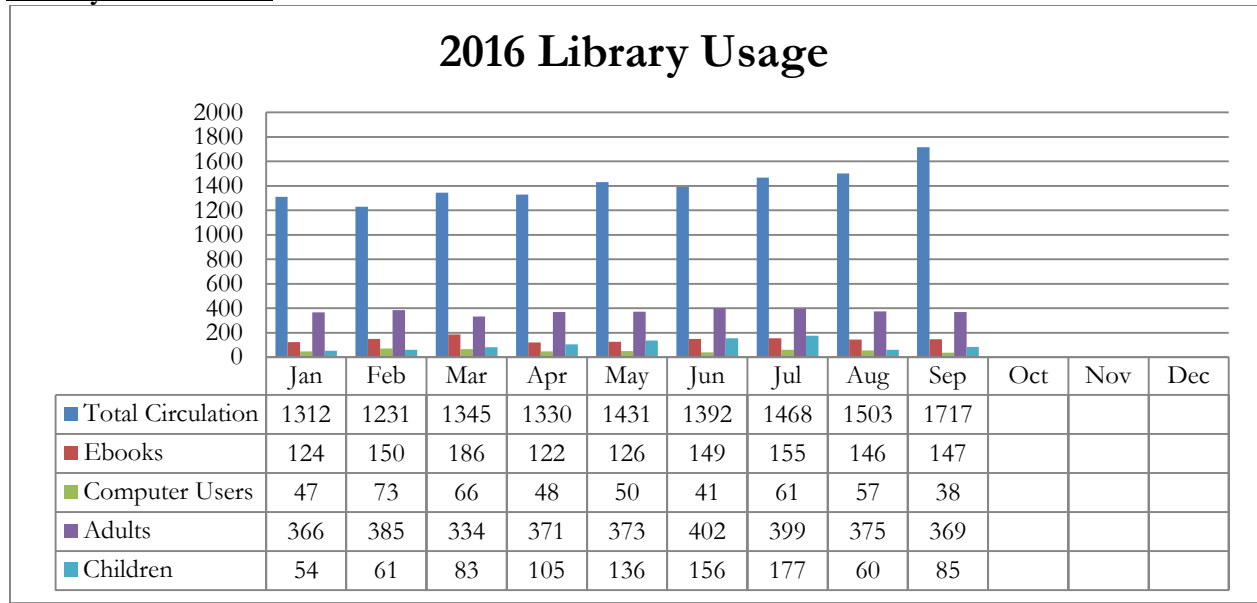
Children: 85

Computer uses: 38

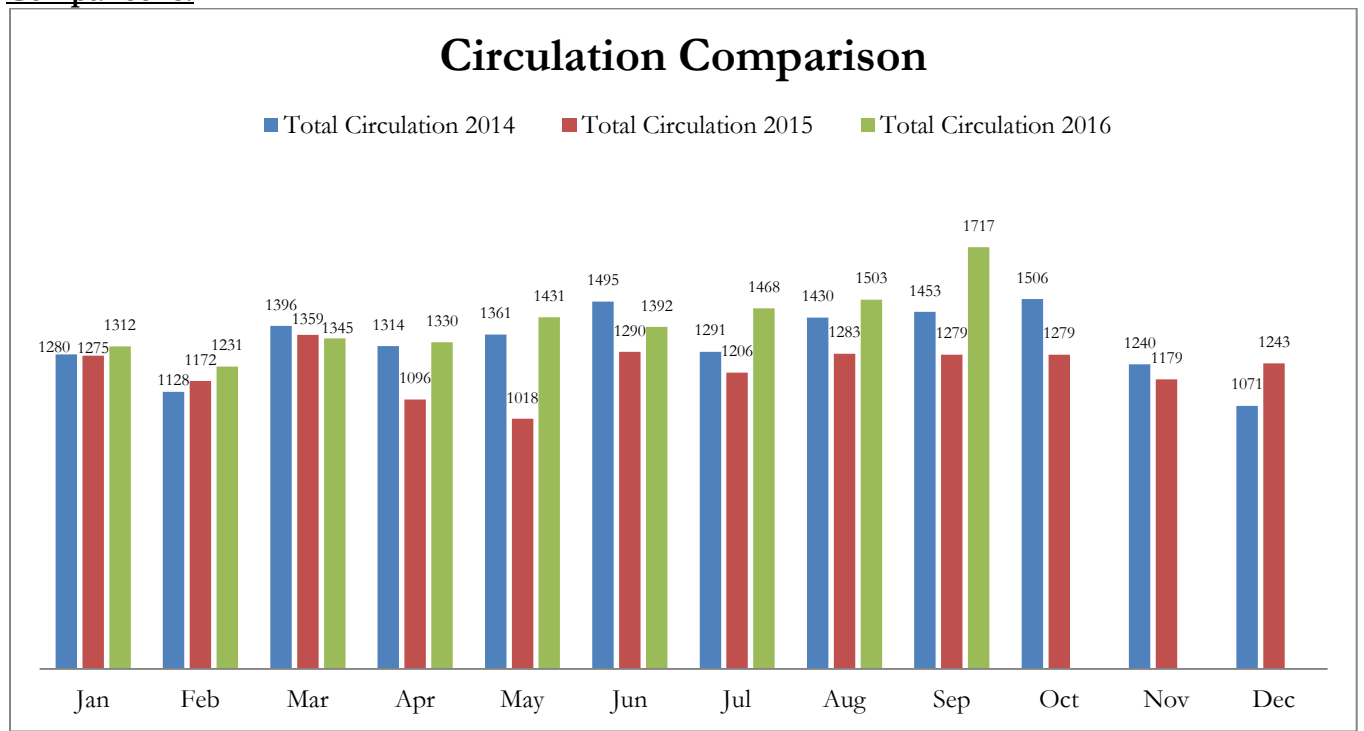
Facebook Reach: 1,330

Website Visits: 139

**Library Circulation:**



**Comparisons:**



### **Miscellaneous Business:**

- We were all pleased with the library's float in the Creal Springs parade and feel it is definitely worth doing again next year.
- The Shakespeare Reading Group had another successful program at the library. We will be doing this again in the spring.
- A new edition of the newsletter is available for pick up at the front desk or online.
- The library will be starting an Adult Coloring Book Club on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday afternoons at 2pm.
- Employee Linda Colboth is back with no restrictions. She has resumed Story Time and things are going well.
- We have received another installment of tax money; this one is in the amount of \$38,394.93.
- The book sale went very well. Two boxes of books went to the prison ministry and we sold a lot of the books that we had in storage.
- We are now planning the Halloween Bash and we took a field trip to Bandy's Pumpkin Patch.
- Shannon Edwards figured out the problem with the power in the gazebo so we are now able to plan outdoor events, weather permitting.

**Financial Report:** Stoup noted that the 2016 September 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 Baker & Taylor (Books) for \$506.85. Barger seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay the bill to Book Farm (Books) for \$326.91. Barber seconded the motion. All were in favor and the motion passed.

### **Unfinished Business**

**Employee handbook:** Pending

**Policy handbook:** Pending

**Little Free Libraries:** Pending

**Programming:** We took a field trip to Bandy's Pumpkin Patch. We are starting a Coloring Book Club on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays at 2pm. Story Time and Book Club programs are going well. The Book Club will be reading *13 Reasons Why* by Jay Asher for November. We are currently working on a Halloween event and a Family Reading Night program.

**Library Budget and Loan:** Discussed the status and repayment of the Tax Anticipation Incentive Loan.

- O'Leary made a motion to pay the balance of the Tax Anticipation Incentive Loan. Rolf seconded the motion. All were in favor and the motion passed.

**Construction Grant:** Shannon Edwards is moving forward with the construction work and plans to begin with the projects underneath the building first.

**Annual Financial Report and Audit:** Pending

**Employee Recognition:** Discussion continued concerning ideas to recognize former librarian, Lola Morris.

### **New Business**

**Government Travel Expense Control Act:** Discussed action/resolution needed to comply with the Government Travel Expense Control Act. This is a new requirement which spells out how employees will be reimbursed for travel expenses. The resolution needs to be in effect by Jan 1, 2017.

- **O'Leary** made a motion to adopt Resolution No. 2016-02 to comply with the Government Travel Expense Control Act. Barger seconded the motion. Roll Call: Russ Stoup-aye, Susan Rolf-aye, Evelyn Barber-aye, Marge Mangan-aye, Scott Barger-aye, Dawn O'Leary-aye and Julie Durr-aye. All were in favor and the motion passed.

**Employee Job Descriptions:** Steinsultz presented revised and updated employee job descriptions. The employees have been informed about staff evaluations and job descriptions. The board reviewed the revised job descriptions.

- Rolf made a motion to approve the employee job evaluations. Barber seconded the motion. All were in favor and the motion passed.

### **Christmas Bonuses:**

- O'Leary made a motion to give a Christmas bonus of \$25 or 1% of annual salary, whichever is higher, to all employees. Barger seconded the motion. All were in favor and the motion passed.

**Christmas Hours of Operation:** Pending

**Transfer to Savings:** Discussed options concerning the dormant account status of the building fund account.

- O'Leary made a motion to deposit money into the building account to meet activity requirements. Barger seconded the motion. All were in favor and the motion passed.

**Alcohol Policy:** Tabled for review.

**Baby's Act:** President Obama signed an Act which requires a baby changing station in Men's rooms in all public facilities. Due to stipulation #3 we may not need to add a changing station but we will research options and continue to look into obtaining a baby changing station.

**Per Capita Requirements:** The State Library has released the Per Capita Requirements which are due in January. The Board will begin reviewing the required information.

**Levy and Black Border:** The levy is to be done to be done by next month and discussed doing Black Border again as it hasn't been done in a while.

**Elections:** No potential candidates to fill vacancies yet.

**Closed Session:** None

**Adjournment:** Rolf made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:15pm on October 18, 2016. Barber seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on November 15, 2016.

Minutes submitted by secretary, Julie Durr.