

**Crab Orchard Public Library
Regular Board Meeting
March 17, 2015**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6: 48 pm on March 17, 2015. Russ Stoup, Marge Mangan, Dawn O'Leary, Susan Rolf and Julie Durr were present. Librarian Director Jennifer Sigler was also present.

Absent: Evelyn Barber and Scott Barger

Public Comment: None

Minutes of Previous Meeting: Rolf made a motion to accept the February 2015 minutes. Mangan seconded the motion. All were in favor and the motion passed.

Communications:

- Received a copy of Travelers Liability insurance policy coverage
- Rhonda Belford from Illinois treasure office dropped off materials concerning the Illinois Cash Program
- A letter from Amanda Barnes County Clerk was received concerning the upcoming consolidated general election. Covered in the letter were the topics of notice of election, polling place listings and early voting dates

Report of the Librarian:

Sigler met with Stoup and Rolf concerning her 90 day review. The review was favorable and it has been recommended that Sigler continue as the library director. Sigler will compile personal goals and ideas for annual evaluations.

We have a new quarterly library newsletter.

Sigler has rough drafts of the Library Policy Manual and Library Employee Handbook and will send copies to board members for review.

In April and May, a survey will be made available to patrons to assess patron use trends and needs and to gather suggestions for future programming.

Circulation:

Library Statistics for February:

Circulation

Check-outs: 561

Renewals: 123

ILL out: 255

ILL in: 114
E-books: 119
Total circulation: 1172

People in

Adults – 342
Children – 75
Computer uses – 57

Financial Report: Rolf made a motion to accept the February 2015 financial report. O’Leary seconded the motion. All in favor and the motion passed.

Payment of Bills:

O’Leary made a motion to pay the bill to Travelers Insurance Company for \$1,125 (Liability Ins.). Mangan seconded the motion. All were in favor and the motion passed.

Unfinished Business

- **Audit:** Tabled to gather additional information concerning the length of audit, referrals, and cost estimates. Sigler to consult with Harrisburg, Carbondale, Eldorado and Benton libraries about their audit costs.
- **Library credit card:** Sigler is filling out a credit card application for a card through Farmer’s State Bank. The card will have a \$1000 stipend and limit. Former librarian, Lola Morris will need to cancel the card connected to her account.
- **Library website:** Training has been completed by Sigler, Durr and employees, Ronda Bowles and Sue Clark. Content is being added by Durr and Sigler. Durr and Sigler are admins for the website.
- **Library mission statement:** Based on the edits and recommendations made by the Board members to the draft mission statement provided by Sigler, Rolf made a motion to accept the edited version of the mission statement. O’Leary seconded the motion. All were in favor. Motion passed.
- **Employee compensation and job descriptions:** Sigler provided copies of the current and proposed duties, job descriptions and titles.
- **Health insurance:** Sigler brought a copy of a Blue Cross Blue Shield policy to review. For full-time employees the cost is estimated to be ~\$360 for Medical and Dental /month. If implemented, it will start at the beginning of the new fiscal year. The subcommittee will review and offer recommendations to board.
- **Pension Plan:** Documents have been emailed to members for review and consideration. The subcommittee will review and make recommendations to the board at the next meeting.

New Business

- **Trustee training webinar # 1:** Board members present watched the trustee training webinar, “Board Ethics”
- **Time off days:** Daily operations including personal time off by the Library Director is under the Library Director responsibilities

Closed Session: Stoup called for a motion to go into closed session. O'Leary made a motion to go into closed session at 8:33 pm on March 17, 2014 for the purpose of discussing employee compensation plans and wages. Rolf seconded the motion.

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

All were in favor and a Closed Session meeting was opened at 8:33 pm on March 17, 2015.

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

O'Leary made a motion to go out of closed session at 8:35 pm and re-enter the regular meeting. Mangan seconded the motion. All were in favor and the board re-entered into the regular board meeting.

O'Leary made a motion to increase Rhonda Bowles hourly wage to \$10.09 (\$0.25) to reflect her new increase in responsibility. This will go into effect March 23, 2015. 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 9:19 pm on March 17, 2015. O'Leary seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.