

Crab Orchard Public Library
March 21, 2017

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:45pm on March 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. Visitors Cheryl Johnson, Anita Biver and Lola Morris were present.

Public Comment: None

Minutes of Previous Meeting: Rolf made a motion to accept the February 2017 regular board meeting minutes with date correction. Barber seconded the motion. All were in favor and the motion passed.

Barger made a motion to accept the February 21, 2017 closed session minutes. Mangan seconded the motion. All were in favor and the motion passed.

Communications: The library received a survey from the Governor’s office concerning prevailing wage and the annual survey from the Department of Commerce and Economic Opportunity.

Report of the Librarian:

Library Statistics for February:

Circulation

Check-outs: 927

Renewals: 135

ILL out: 12

ILL in: 567

E-books: 204

Total circulation: 1,845

People In

Adults: 306 (83 of whom were men)

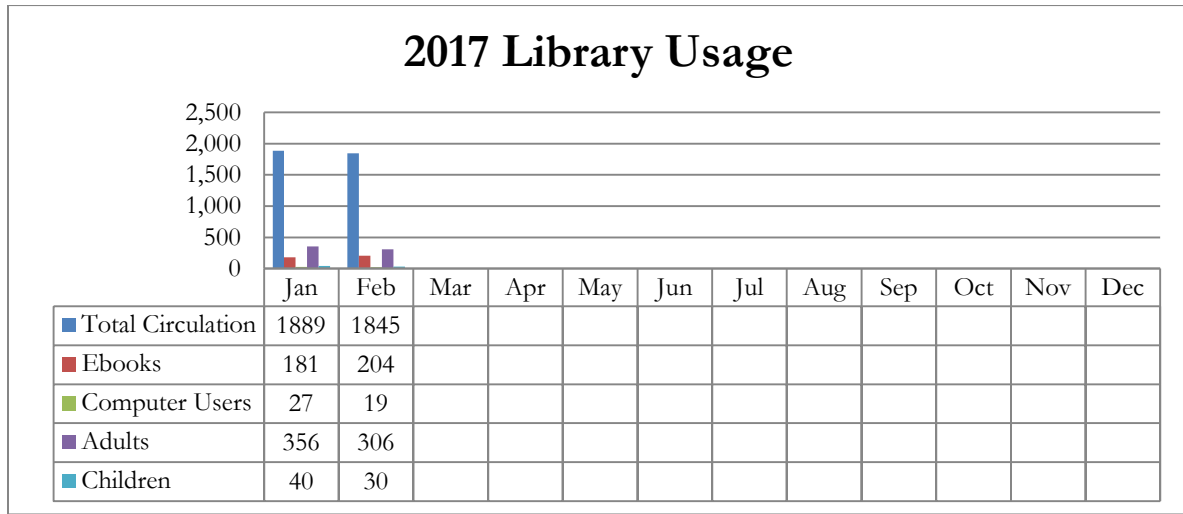
Children: 30

Computer uses: 19

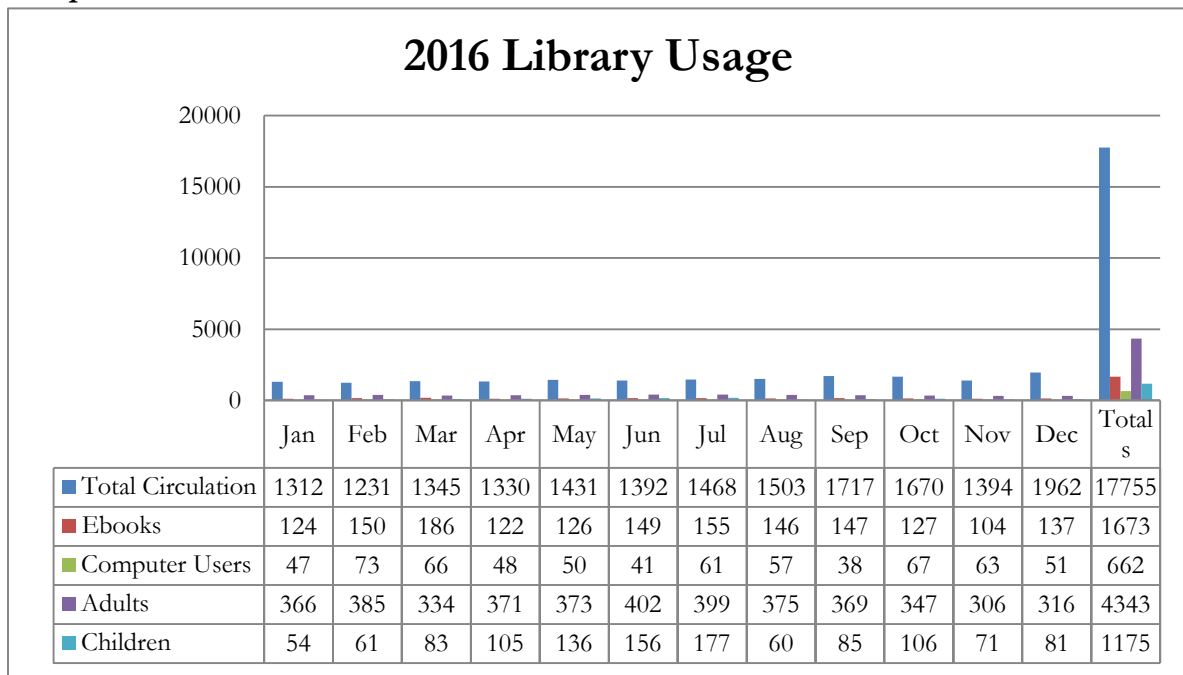
Facebook Reach: 177

Website Visits: 533

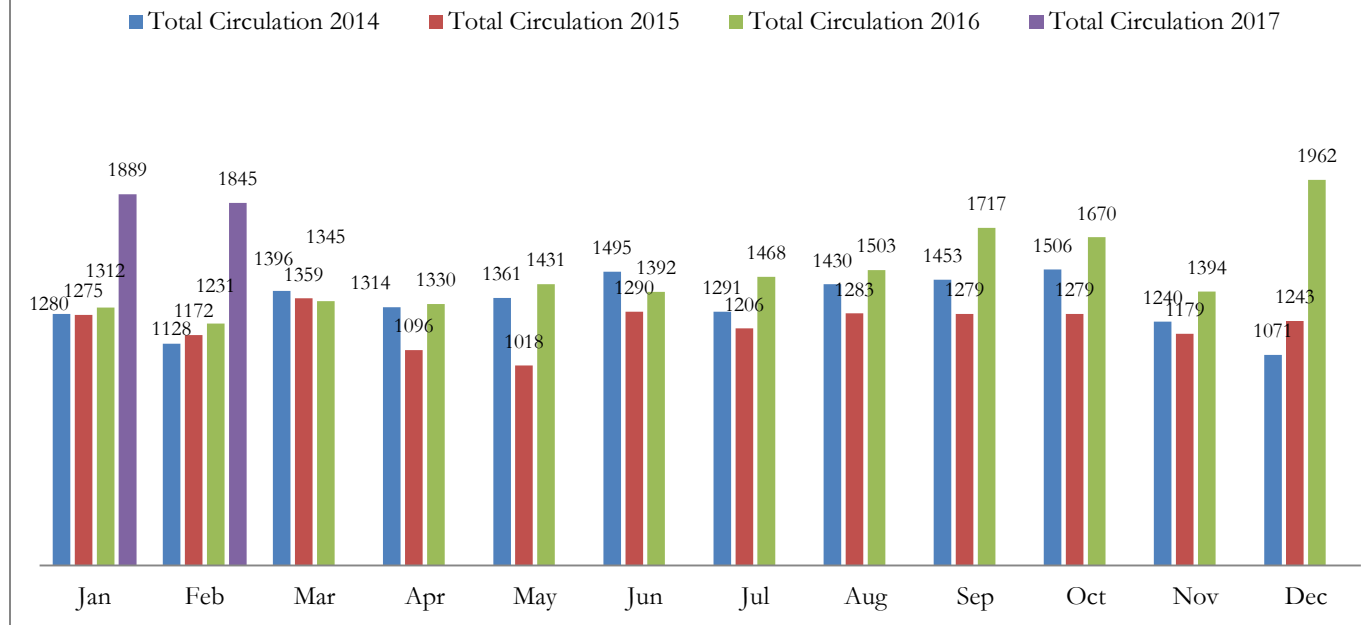
Library Circulation:



Comparisons:



Circulation Comparison



Misc. Business

Steinsultz is planning to get estimates on sealing the parking lot and painting the handicapped section.

Several activities including an Easter Egg Hunt have been planned for the Story Times which will resume on April 10th

Bowles and Steinsultz attended two days of training on the new RDA cataloging method.

Steinsultz purchased a new circulation desk. Two fundraisers (trivia night and a book sale) will help to pay for the cost of the desk. Some chairs from storage have been sold but we are still looking for a buyer for the display case.

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

Payment of Bills:

- Mangan made a motion to pay the bill to VISA (Misc.) for \$327.82. Barber seconded the motion. All were in favor and the motion passed.

Agenda Item Move:

- Stoup called for a motion to move the agenda item “Other” from New Business to after “Payment of Bills” for this meeting. Rolf made the motion. Barber seconded the motion. All were in favor and the motion was approved.

New Business: Other

- Stoup presented Dawn O’Leary, Marge Mangan and Lola Morris plaques for their years of service to the library. O’Leary served as a Board Trustee from 1999-2017. Mangan served as a Board Trustee from 1985-2017. Morris served as the Library Director from 1983-2014.
- Steinsultz shared statistics from the Pinterest page. The page receives on average 84 visitors per day with an average of 204 daily impressions.
- The Statements of Economic Interest haven’t been mailed yet but we should get them in the first week of April.
- Steinsultz purchased a new credit card reader to accommodate the new cards with chips.

Unfinished Business

Employee handbook: Pending

Policy handbook: Pending

Little Free Libraries: Pending. Item to be removed from “Unfinished Business” until new information is available.

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
- Story Time will resume on April 10th.

Construction Grant: There have been a few delays but construction projects are expected to be completed prior to the Open House. The State Library has extended the construction grant contract to June 30th.

New Business:

Lawn Care: Discussed and reviewed current and other options for lawn care.

- Barber made a motion to accept the bid for lawn care from John's Lawn Care. O'Leary seconded the motion. All were in favor and the motion passed.

Director's Goals: Discussed the 2017 Director's goals.

- O'Leary made a motion to approve the 2017 Director's goals. Rolf seconded the motion. All were in favor and the motion was approved.

Closed Session: None

Adjournment: Mangan made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 7:50 pm on March 21, 2017. Barber seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.