

Crab Orchard Public Library District
Regular Board Meeting
November 18, 2014

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:49 pm on November 18, 2014. Russ Stoup, Marge Mangan, Susan Rolf, Scott Barger, Dawn O'Leary and Julie Durr were present. Librarians Lola Morris and Jennifer Sigler were also present. Absent: Evelyn Barber

Public Comment: None

Disposition of minutes of previous meeting: Rolf made a motion to accept the October 2014 minutes. Barger seconded the motion. All were in favor and the motion passed.

Communications: Travelers Insurance sent an amendment notification removing coverage for the Pittsburg branch with a refund of \$127.

A notification was received from the County Collector that the tax split has been deposited into the bank account.

Farmers Bank sent an invitation to an open house for their new branch location.

Report of Librarian:

- October: People in- Adults 454, Children 75, Computer 61, Web page views- 467
- Circulation- 979Books, Electronic books- 164 Total =1143
- Cash box- Total In: \$101. 30 Details: Overdue fines- \$28.00, Copies-\$32.30, Sales-\$20.00, Lost card-\$1.00
- Approximately, 1,000 books were taken to Carbondale and recycled last month.
- Thirty-seven patrons attended the Creepy Critters Program.
- Morris was contacted by the Crab Orchard High School art teacher concerning interest in the display case.
- We will be attempting to rearrange and utilize currently owned desks and computer tables to provide some privacy for patrons using the computers.

Financial Reports: O'Leary made a motion to accept the October 2014 financial report. Barger seconded the motion. All were in favor and the motion passed.

Payment of Bills: Barger made a motion to pay \$482 to D&C Heating & Cooling for air conditioning checkup, heater, thermostat and a capacitor. Mangan seconded the motion. All were in favor and the motion passed.

Durr made a motion to pay Penworthy \$451.73 for books. Barger seconded the motion. All were in favor and the motion passed.

Durr made a motion to pay Demco \$490.70 for furniture. Barger seconded the motion. All were in favor and the motion passed.

Mangan made a motion to pay Junior Library Guild \$564.00 for books. Rolf seconded the motion. All were in favor and the motion passed.

O'Leary made a motion to pay Baker & Taylor \$599.11 for books. Rolf seconded the motion. All were in favor and the motion passed.

Rolf made a motion to pay World Vital Records \$400.00 for services. O'Leary seconded the motion. All were in favor and the motion passed.

Barger made a motion to pay Sue Clark \$190.09 for retirement party supplies. Rolf seconded the motion. All were in favor and the motion passed.

Unfinished Business

- **Lighting:** Discussed the need for brighter and additional lighting in the parking lot. Tabled.
- **Adopt Tax Levy:** Barger made a motion to adopt the tax levy. O'Leary seconded the motion. Roll Call: Russ Stoup-aye, Marge Mangan-aye, Susan Rolf-aye, Scott Barger-aye, Dawn O'Leary-aye and Julie Durr-aye. Motion adopted.
- **FOIA/OMA:** Need certificates from Barger and Rolf.
- **Library Information:** Stoup gave the board members a flash drive with library information and reference materials.
- **Web Page:** Lazerware contact is Mike Jesinski. A decision is needed on style choice-pending. Mr. Jesinski has approximately 7.5 hours left to be used to set up the page and train staff.

New Business:

- **Appoint Safety Officer:** Rolf made a motion to appoint Jennifer Sigler as the library Safety Officer. Durr seconded the motion. All were in favor and the motion passed.
- **Snow Removal:** Rolf made a motion to place a standing order with George Barker for snow removal services pending confirmation by Russ Stoup. Mangan seconded the motion. All were in favor and the motion passed.
- **Non-perishables for Overdue Fines:** Mangan made a motion to accept non-perishable food donations for overdue fines starting immediately through Christmas Eve. Rolf seconded the motion. All were in favor and the motion passed. Donations to be distributed to the community center food bank at the Center Baptist Church.
- **Christmas Bonus:** O'Leary made a motion to pay Christmas bonuses of a minimum of \$25 or 1% of annual wages to all employees. Rolf seconded. All were in favor and the motion passed.

- **Consent Agenda:** Discussed using a consent agenda for minutes, financial report and report of librarian. O'Leary made a motion to use a consent agenda format for library board meetings including minutes, financial report and the report of the librarian. Rolf seconded the motion. All were in favor and the motion passed.
- **2015 Meeting Dates:** Mangan made a motion to approve the meeting dates for 2015. Rolf seconded the motion. All were in favor and the motion passed.
- **Bank Account and Credit Card:** Rolf made a motion to change the name on the bank and credit card accounts from Lola Morris to Jennifer Sigler. Barger seconded the motion. All were in favor and the motion passed.
- **Personnel Manual:** Sigler initiated discussion about items not covered in the personnel manual including maternity leave, pension and health insurance. Stoup appointed O'Leary and Rolf to a committee to research laws and details concerning retirement, health insurance, maternity leave, pensions, employee job descriptions and compensation tiers.
- **Library Hours:** Discussion ensued about current library hours. No action required.
- **Lola Morris Retirement:** Discussed a future ceremony/area dedication in honor of Lola Morris for her years of dedication and service to the library. Pending.

Closed Session: None

Adjournment: O'Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:00 pm. Rolf seconded the motion. All were in favor and the meeting was adjourned.

Next meeting: December 16, 2014 at 6:45pm.

Minutes submitted by Secretary, Julie Durr