

**Crab Orchard Public Library
Regular Board Meeting
August 18, 2015**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:49 pm on August 18, 2015. Evelyn Barber, Marge Mangan, Russ Stoup, Susan Rolf, Dawn O’Leary and Julie Durr were present. Librarian Director, Jennifer Sigler was also present. Absent: Scott Barger

Public Comment: None

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

Communications:

- Received the approved records retention inventory. Now waiting for a records disposal certificate which should arrive within 30 days.
- Received the certificate of publication for the budget and appropriations public hearing.

Report of the Librarian:

- We had excellent participation in our Summer Reading Program. The final count is 37,199 pages read this summer.
- Baker and Sons work has been completed. The septic tank has been pumped, lift station re-outfitted, a new sump-pump and pit installed, as well as the inside work, which included replacing the water heater and fixing the women’s toilet.
- Rolf needs to be bonded as Library Treasurer. Gary Hill has been contacted and he said his office can take care of it and will let us know when the paperwork is ready.
- Sigler has been working on the EDGE Assessment (assesses our public technology services, and helps us create a technology plan) and Annual Report, both of which are due September 1.
- Credit card application pending.
- The switchover to outsourcing our payroll and bookkeeping should be completed soon. Meeting to finalize is on Thursday August 20th.

Library Statistics for July 2105:

Circulation

Check-outs: 606

Renewals: 117

ILL out: 208
ILL in: 94
E-books: 181
Total circulation: 1206

People in

Adults – 330
Children – 86
Computer uses – 67

Financial Report: Stoup noted that the July 2015 financial report has been submitted to file for audit.

Payment of Bills:

- O’Leary made a motion to pay the bill to Baker and Sons for \$3,523(Septic and drainage work). Mangan seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to Traveler’s Insurance for \$2,624 (\$2,007 for coverage, \$617 workers comp). Barber seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to Illinois Heartland Library System for \$2,730.91(Fiscal year SHARE membership \$1,937, renewal of OCLC \$793.91). Rolf seconded the motion. All were in favor and the motion passed.

Unfinished Business

Unfinished Business: Discussed the understanding and expectations of what should be under the item of Unfinished Business on the agenda. The consensus is that anything pending or tabled is to be retained under Unfinished Business.

New Business

Employee Annual Raises:

- O’Leary made a motion for a 3% cost of living raise retroactive to July 1, 2015 for all employees across the board. Barber seconded the motion. All were in favor. Motion passed.

Board Bylaws: The bylaws were last updated in 2010. Sigler has updated and revised the bylaws and presented them to the board for review including suggestions and ideas. Pending

Changing Hours: Discussed changing the library hours and results of the ongoing polling of patrons and employees about hours.

- O’Leary made a motion to implement the hours of 10-6 pm on Monday, Tuesday and Wednesday and 12-5 pm on Thursday, Friday and Saturday with an official start date of October 1, 2015. Barber seconded the motion. All were in favor and the motion passed.

Public Service Workers: The County asked if we would be interested in taking non-violent public service workers for community service work. The board recommended that Sigler check with our liability insurance and consider the hours. Sigler will make the final decision.

Mailbox: The volunteer was unable to replace the mailbox so we need someone to replace it. Stoup volunteered to install the mailbox.

Employee and Patron Grievances and Comments: Discussed policies concerning how to handle grievances and comments made by employees and patrons to library board members. The policy is that the Library Director is in charge of day to day activities. Board members, if approached, are advised to refer employees and patrons first to the Library Director, especially for day to day activities. Unresolved conflicts from both patrons and employees can be brought to the board's attention via the designated library board email or at the board meetings held on the third Tuesday of each month.

Closed Session: None

Adjournment: O'Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at pm on August 18, 2015. Rolf seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on September 15, 2015.

Minutes submitted by secretary, Julie Durr.

