

**Crab Orchard Public Library
Regular Board Meeting
February 16, 2016**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:51pm on February 16, 2016. Scott Barger, Russ Stoup, Susan Rolf, Dawn O’Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: Evelyn Barber, Marge Mangan

Public Comment: None

Minutes of Previous Meeting: Barger made a motion to accept the January 2016 minutes with corrections as noted. Rolf seconded the motion. All were in favor and the motion passed.

From:

- **IRS communications:** Received letters from Illinois Department of Employment Security on 12/11/15 and from the IRS on 12/14/15 about improperly filed and paid taxes and fees from tax periods ending 3/31/2015. Accountant recommended paying both amounts.

Revised to:

- **IRS communications:** Received letters from Illinois Department of Employment Security on 12/11/15 and from the IRS on 12/14/15 about improperly filed and paid taxes and fees in 2014. Accountant recommended paying both amounts.

Communications: Nick Marino from the Southern Illinoisan contacted the library and requested board names, positions and terms, employee names, pay rates and hire dates. Steinsultz provided him with the information requested.

Report of the Librarian:

Miscellaneous Business:

- Steinsultz and Linda Colboth have been working on the Summer Reading Program. Steinsultz is applying for a grant through the Dollar General Literacy Foundation to help with the Summer Reading Program costs. Programs have been scheduled and planned for six weeks and will include a movie, tie-ins to the book club, a kickoff picnic, a musician and Animal Tales.
- Steinsultz is working on a mini-construction grant application for funds to make building repairs. Steinsultz is working on creating a Disaster Plan and updating the Policy and Employee manuals.
- Rhonda Bowles and Steinsultz received training from Shelley from the Illinois Heartland Library System on adding periodicals to our online holdings. All of our subscriptions are now bar-coded and circulating in Polaris.
- Using the ‘milk in the refrigerator method’ staff has been weeding “ugly books” out the collection and replacing in demand books.
- Bowles and Sue Clark have been cataloging and improving the genealogy section.
- The programs have been well attended and enjoyed. There were seven competitors in the Slow Cooker Cook Off and we plan to repeat this program in the summer with a BBQ theme.

Library Statistics for January 2016:

Circulation

Check-outs: 519

Renewals: 145

ILL out: 438

ILL in: 86

E-books: 124

Total circulation: 1,312

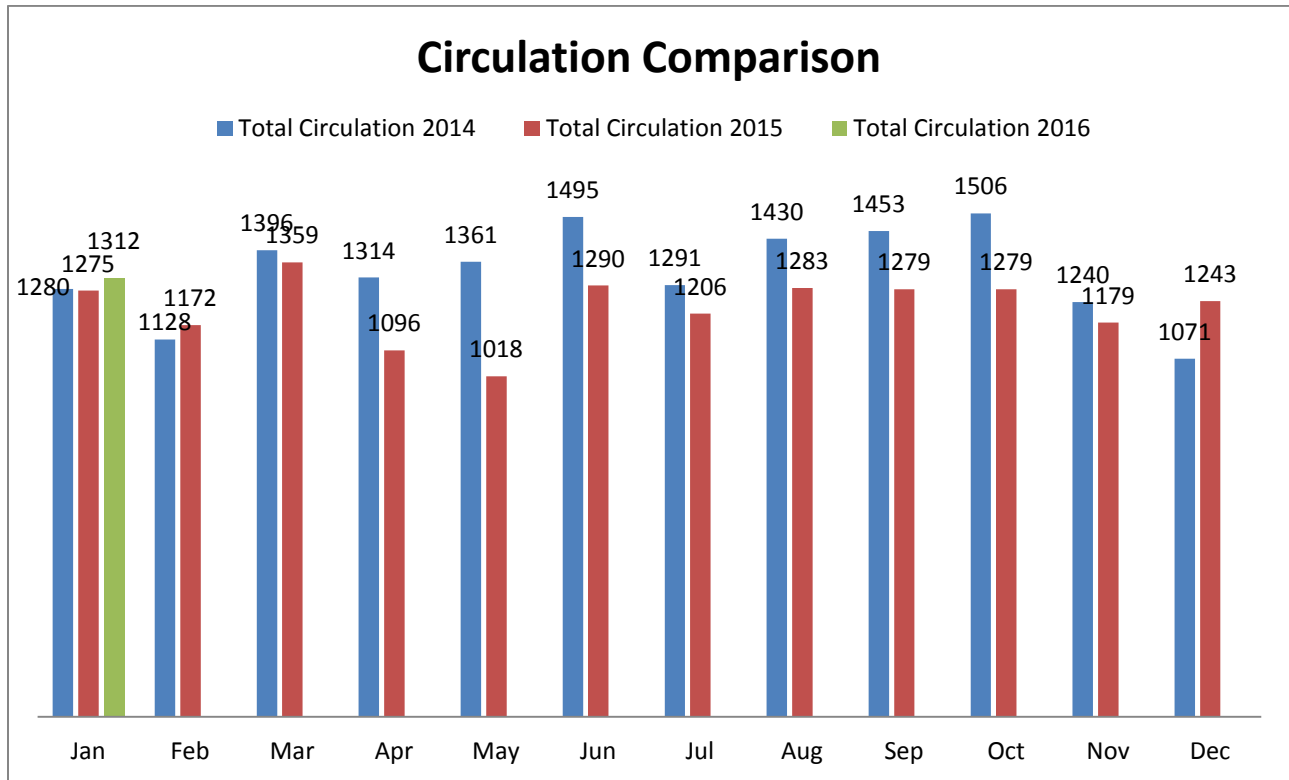
People in

Adults – 366 (62 of whom were men)

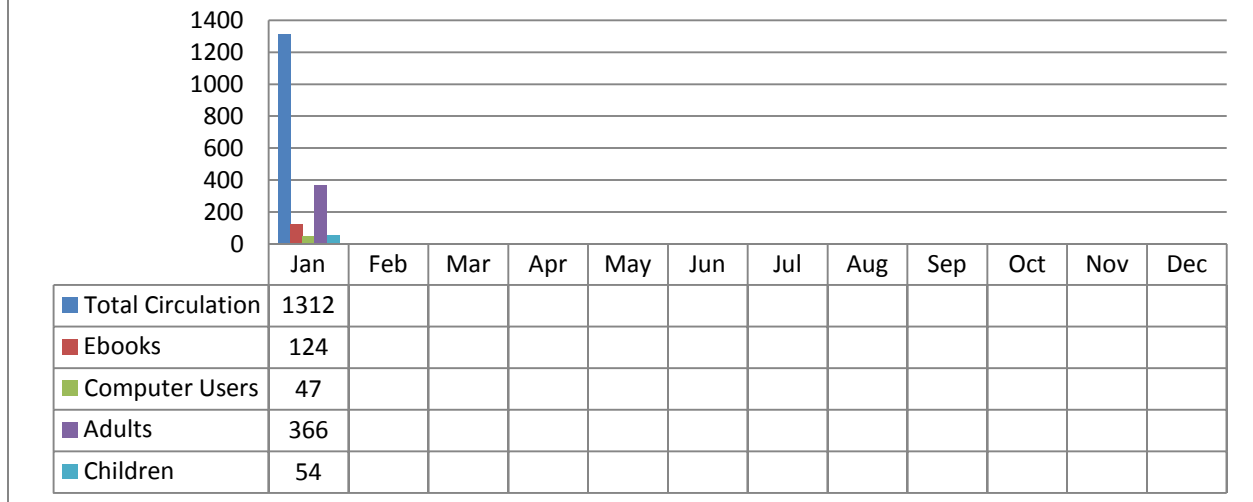
Children – 54

Computer uses – 47

Library Circulation Comparisons:



2016 Library Usage



Financial Report: Stoup noted that the January 2016 financial report as submitted by Snider McCree CPAs LLC has been submitted to file for audit.

Payment of Bills: None

Unfinished Business

- **Employee handbook:** Pending
- **Policy handbook:** Pending
- **Friends of the Library:** Pending

New Business

- **Accounting Services Agreement:** Rolf made a motion to terminate services with Snider McCree CPAs LLC at the earliest possible date. O’Leary seconded the motion. All were in favor and the motion passed.
- **Health Insurance:** Steinsultz has enrolled at Illinois.gov and the board discussed options for reimbursement.
- **Director’s Evaluation:** A preliminary evaluation form was presented to the board. Steinsultz will review the form and make recommendations at the next meeting.
- **Grant updates:** Steinsultz has been filling out applications for a Dollar General Literacy Foundation grant and a state library mini-construction grant. The Dollar General Literacy Foundation grant is targeted for helping fund the Summer Reading Program while the mini-construction grant if granted will be used for building repairs.

Closed Session: None

Adjournment: Rolf made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:35 pm on February 16, 2016. O’Leary seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on March 15, 2016.

Minutes submitted by secretary, Julie Durr.