

Crab Orchard Public Library
Regular Board Meeting
January 19, 2016

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:45pm on January 19, 2016. Scott Barger, Marge Mangan, Russ Stoup, Susan Rolf, Dawn O'Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: Evelyn Barber

Public Comment: None

Minutes of Previous Meeting: Rolf made a motion to accept the December 2015 minutes with revisions as noted. Durr seconded the motion. All were in favor and the motion passed.

December 2015 minutes revisions:

From:

- **IRS communications:** Received letters from Illinois Department of Employment Security and IRS about improperly files and paid taxes. Accountant recommends 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 from tax periods ending 3/31/2015. Accountant recommended paying both amounts.

Communications: None

Report of the Librarian:

Miscellaneous Business:

- Professional Records Disposal shredded 295 pounds of documents. The remaining documents still need to be organized and filed.
- Steinsultz has completed the annual library certification as required by the State Library.
- Steinsultz has completed the Interlibrary Loan Traffic Survey and the Per Capita Grant application.
- We have started planning for the Summer Reading Program. Steinsultz hopes to apply for a grant through the Dollar General Literacy Foundation to help fund the activities.
- Steinsultz attended an online workshop with the state library regarding a mini-construction grant. She plans to apply for some funding to do repairs on the building.
- Steinsultz has revised the library's mission statement.
- In the last year fiscal year \$4,153.91 was deposited into savings.
- Southern Illinois Libraries On the Go is looking to move away from its current product, OverDrive and go with 3M. This item has been added to New Business for discussion.
- Steinsultz provided a year to year chart about interlibrary loan comparison which showed a general decrease in circulation over the years.

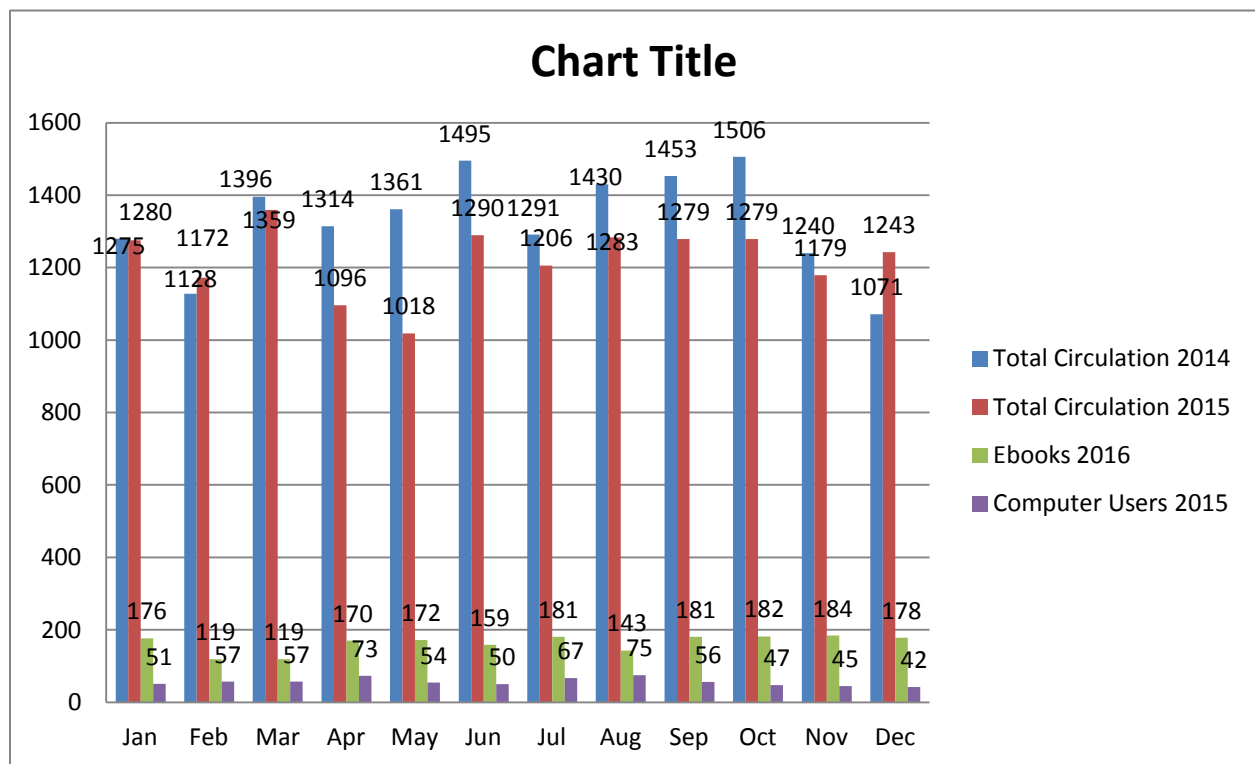
Library Statistics for December 2015:

Circulation:

Check-outs: 523
Renewals: 116
ILL out: 347
ILL in: 79
E-books: 178
Total circulation: 1,243

People in:

Adults –336 (58 men)
Children – 75
Computer uses – 42



Financial Report: Stoup noted that the December 2015 financial report as submitted by Snider McCree CPAs LLC has been submitted to file for audit.

Payment of Bills:

- Barger made a motion to pay the bill to Snider McCree for \$969.25 (Services). O’Leary seconded the motion. All were in favor and the motion passed.

- Mangan made a motion to pay the bill to Traveler's Insurance for \$1,125. Barger seconded the motion. All were in favor and the motion passed.
- O'Leary made a motion to pay the bill to EBSCO (Magazine subscriptions) for \$564.09. Barger seconded the motion. All were in favor and the motion passed.

Unfinished Business

- **Credit card:** Received
- **Employee handbook:** Pending
- **Policy handbook:** Pending
- **Friends of the Library:** Pending
- **Amended Budget Draft:** Will need to review and continue to study and revisit this later.

New Business

- **Overdrive/3M downloadable books:** Currently, the library uses OverDrive for downloadable books but the consortium is considering switching to 3M. Southern Illinois Libraries On the Go has asked us to move as a group and wants us to consider doing that and to approve.
 - Rolf made a motion to switch to 3M with the Southern Illinois Libraries On the Go consortium. Mangan seconded the motion. All were in favor and the motion passed.
- **Board contact information:** Board members reviewed their contact information
- **Bill payment if lack of quorum:**
 - Barger made a motion that the treasurer may pay the bills according to normal procedure in the event of a lack of a quorum and the approval of the bill payment will occur at the next meeting. O'Leary seconded the motion. All were in favor and the motion passed.
- **Mission Statement:** Steinsultz presented a revised version of the mission statement.
 - Rolf made a motion to approve the revised version of the mission statement. O'Leary seconded the motion. All were in favor and the motion passed.
- **Genealogy:** Mangan knows a group interested in coming to the library to do genealogy research and inquired about the possibility. Currently, we are working to improve the genealogy resources and considering future workshops or programs.

Closed Session: None

Adjournment: Rolf made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:38 pm on January 19, 2016. Mangan seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on February 16, 2016.

Minutes submitted by secretary, Julie Durr.