

**Crab Orchard Public Library
Regular Board Meeting
March 15, 2016**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:50pm on March 15, 2016. Marge Mangan, Scott Barger, 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 February 2016 minutes. Barger seconded the motion. All were in favor and the motion passed.

Communications:

- Received notice of completion of the business census from the US Department of Commerce.
- Received renewal agreement from the SI Coalition for Families.
- Received annual agreement and notice of expected fees (\$2,006) from IHLS.
- Received two notices concerning tax issues with form 491 and that the library will be receiving credit.
- Received notice from the Illinois Department of Security that a delinquent balance of \$41.29 from September 2015 is due.

Report of the Librarian:

Library Statistics for February:

Circulation

Check-outs: 537

Renewals: 126

ILL out: 348

ILL in: 70

E-books: 150

Total circulation: 1,231

People in

Adults – 385 (97 of whom were men)

Children – 61

Computer uses – 73

Miscellaneous Business:

The Construction mini-grant has been completed and submitted. As part of the application, Steinsultz completed a Facilities Plan.

Steinsultz completed a Technology Plan as part of the E-Rate application process.

Also, as part of the E-Rate application, it was necessary to update the contract with Clearwave. The new contract will end 6/30/19, which only extends our contract by three months. We currently have 10 Mbps of internet access at \$400 per month. Beginning July 1, we will have 50 Mbps of internet access at \$500 per month but at an 80% discount (reimbursement) through the E-Rate program, for a cost of \$100 per month for five times the speed.

Steinsultz has been working on the Policy Manual and the Disaster Plan.

A system has been set up for collecting overdue fines and for notifying patrons when materials are overdue.

As part of National Library Week we will have an Open House with 3M setup/training for obtaining eBooks on different devices. The Open House will be from noon to 2pm on April 14th.

We received another communication from the Illinois Department of Revenue regarding the library's taxes. Steinsultz contacted the accountant and this should be corrected.

Steinsultz was contacted regarding the artifacts that had been on display in the case that was once in the library. The descendants of the items original owner were concerned about their storage in the shed. Steinsultz has brought the items in and the concerns have been addressed. The board discussed options for donating and/or storing of the artifacts.

As previously discussed, the Southern Illinois Libraries On The Go consortium is moving to the use of 3M as the vendor for audio books and eBooks. This change will go into effect on April 1. The staff will be trained on the changes and Steinsultz is planning to offer public training opportunities as well.

A Book & Bake Sale is planned for Saturday, May 7, from 8am to noon. This is the day of the community wide yard sales. We are also working on our programming for the coming months.

A counter has been added to website.

Financial Report: Stoup noted that the February 2016 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 Lazerware for \$1011.76 (Maintenance). O'Leary seconded the motion. All were in favor and the motion passed.

Unfinished Business

- Employee handbook: Steinsultz has an updated draft-pending final draft.
- Policy handbook: Steinsultz has an updated draft-pending final draft.
- Friends of the Library: Pending input from the Friends of the Library
- Accounting Services Agreement: Steinsultz will be taking over the accounting tasks when questions/issues referred to Snider McCree CPAs concerning QuickBooks are answered or resolved.
- Health Insurance: Steinsultz still has insurance with Medicaid until 2017 therefore the library will not need to look any further into health insurance options.
- Grant updates: Steinsultz has sent in the grant applications for a Dollar General grant and for a mini- construction grant. A response is expected in May.
- Director's Evaluation: The board reviewed changes to the proposed evaluation form.
 - O'Leary made a motion to accept the director's evaluation format. Rolf seconded the motion. All were in favor and the motion passed.
- Director's Goals:
 - Rolf made a motion to accept the director's goals for 2016. Mangan seconded the motion. All were in favor and the motion passed.

New Business

- Pension Plan: Discussed possible options and concerns with an IMRF plan. Steinsultz will look into having a representative come to the board meeting to address and discuss those options/concerns.
- Facilities Plan: The facility plan was reviewed.
- Technology Plan: Reviewed report. As part of the Technology plan the library will consider offering technology trainings. Some of the suggestions and updates recommended will be resolved with e-rate.
- Library Budget: form a committee to address budget –Marge, Suzanne,
 - O'Leary made a motion to form a committee to discuss budget issues. Barger seconded the motion. All were in favor and the motion passed.
- Bill Payment: Rolf suggested adding information concerning the payment of bills in emergency situations to the bylaws. This information should include the date when changes will go into effect.

Closed Session: None

Adjournment: Barger made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:18pm on March 15, 2016. O'Leary seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on April 19, 2016.

Minutes submitted by secretary, Julie Durr.