

**Crab Orchard Public Library
Regular Board Meeting
June 21, 2016**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:46 pm on June 21, 2016. Scott Barger, Marge Mangan, Russ Stoup, Susan Rolf, Dawn O’Leary, Evelyn Barber and Julie Durr were present. Library Director, Erin Steinsultz was also present.

Public Comment: None

Minutes of Previous Meeting:

- Barger made a motion to accept the May 2016 minutes. Barber seconded the motion. All were in favor and the motion passed.

- Mangan made a motion to accept the Closed Meeting Minutes from May 17, 2016. Rolf seconded the motion. All were in favor and the motion passed.

Communications:

- Received a letter from the IRS regarding the tax year 2013 and failure to report wages documentation. Accountant has been notified and has sent information to the IRS.
- Received a notice of approval as e-rate category 1.

Report of the Librarian:

Circulation

Check-outs: 768

Renewals: 116

ILL out: 361

ILL in: 60

E-books: 126

Total circulation: 1,431

People in

Adults – 373 (64 of whom were men)

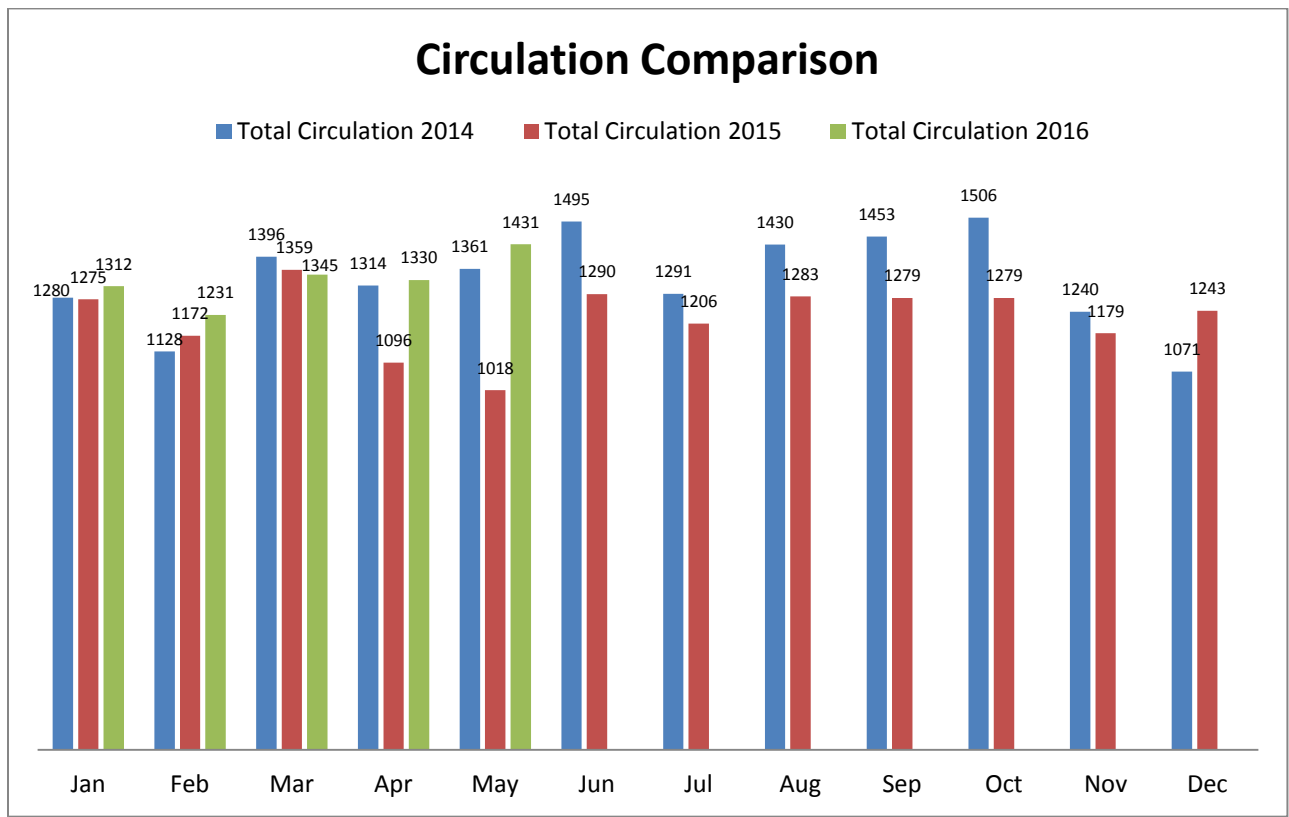
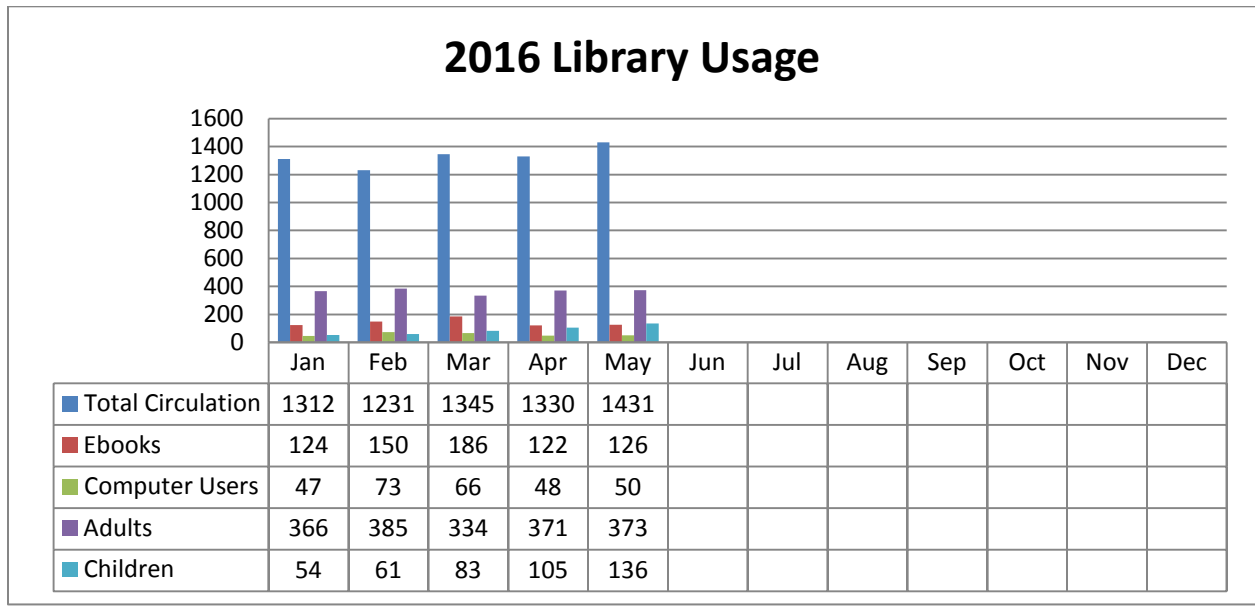
Children – 136

Computer uses – 50

Facebook Reach: 841

Website Visits: 220

Library Circulation Comparisons:



Miscellaneous Business:

- The dead trees and tree stumps near the gazebo have been removed. Tim Moulton of Moulton's Tree Service donated the work. He advised that all of the elm trees (basically, all of the trees) are diseased and will die soon. We will need to consider budgeting for their removal and replacement in the coming budget years.
- Employee Sue Clark, who has been on leave has been released by her Dr. with one limitation of not lifting over 20 lbs and is hoping to return to work on Tuesday June 28th.
- The fire truck has been rescheduled to come to this week's Summer Reading Program.
- A representative from the Little Egypt area (Gigi) is writing an article about local libraries for their newsletter and talked about the library with Steinsultz.

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

Payment of Bills:

- O'Leary made a motion to pay the bill to Animal Tales (Program) for \$350. Barger seconded the motion. All were in favor and the motion passed.
- Barger made a motion to pay the bill to Visa (Supplies/Program) for \$552.61. Barber seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to Taped Editions (Services) for \$432.90. O'Leary seconded the motion. All were in favor and the motion passed.

Unfinished Business

- Policy and Employee handbooks: Steinsultz has been working on Employee and Policy handbooks. She will send a copy to Rolf to preview and make suggestions. In subsequent meetings, the board will begin reviewing sections for approval.
- Friends of the Library: Stoup has made contact and is waiting for a response. Some interest has been shown by former library director, Lola Morris, about being involved with the Friends of the Library. Will remove from agenda pending new developments.
- Grant updates: We have received the money from the Dollar General grant and have been using it to purchase items for the Summer Reading Program. We have not received the money from Per Capita or the Construction grants yet.
- Pension Plan : Pending
- Little Free Libraries: Pending
- Programming:
 - (1) The Summer Reading Program is well underway. We have received donations of reading certificates and free kids meals from Subway and McDonalds. Funds from the Dollar General Literacy Foundation have been received and most have been spent. I have been able to purchase many give away books and great prizes using these funds. At this point, we have 65 children registered for the program. We had 46 children and their grownups at the kick off picnic. This past week, 31

children attended the program. The fire truck was supposed to be our most recent program but had to be rescheduled due to an emergency. We improvised with a game day in the shade and a fun time was still had by all. Barring another emergency, the fire truck should come this week.

- (2) Cookbook: In planning stages.
 - (3) Creal springs parade: Plan to participate.
 - (4) Halloween: Planning stages.
 - (5) Farmer's market: Not going as well as hoped but plan to revisit next year.
- Sign: Looking into requesting a library sign from IDOT to be seen from Rte. 13.
 - Property Tax Freeze Information: No new information to report.
 - City of Marion Property De-annexation: Currently, there is no new information to report. Steinsultz will speak with Attorney Phil Lenzini about what we need to do, if anything, in regards to the de-annexation by the City of Marion.

New Business:

- Summer Reading Program update: Going well with 65 children registered. Ice cream party is planned for the last program on July 28th.
- Library Budget and Loan: Steinsultz talked to Steve Cook at Farmer's State Bank about items needed to apply for a tax anticipation loan which included a letter from the county and a tax anticipation warrant from the Crab Orchard Library District board.
 - Barger made a motion to accept resolution 2016-01 to apply for a tax anticipation loan as described under statute 75 ILCS 16/30-105. Rolf seconded the motion. Roll Call: O'Leary- aye, Stoup-aye, Durr-age, Barger-aye, Barber-aye, Mangan-aye, Rolf-aye. All in favor. Motion approved.
- Prevailing wage ordinance:
 - Barber made a motion to pass prevailing wage ordinance no. 2016-01. Mangan seconded the motion. Roll Call: O'Leary- aye, Stoup-aye, Durr-age, Barger-aye, Barber-aye, Mangan-aye, Rolf-aye. All in favor. Motion approved.
- Google My Business: Steinsultz signed up for a Google My Business account. This account allows her to see Google information in regards to the Crab Orchard Library. 245 people saw the library page on Google, 12 people asked for directions and 2 people found the library's number on Google.
- Genealogy Programming: Steinsultz is looking into options for this type of programming.

Closed Session: None

Adjournment: Barger made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:03 pm on June 21, 2016. Rolf seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on July 18, 2016.

Minutes submitted by secretary, Julie Durr

