

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

**Call to Order:** Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:46 pm on August 16, 2016. Russ Stoup, Susan Rolf, Evelyn Barber, Dawn O’Leary, Scott Barger, Marge Mangan and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: none

**Public Comment:** None

**Minutes of Previous Meeting:** Rolf made a motion to accept the July 2016 minutes with corrections. Barber seconded the motion. All were in favor and the motion passed.

Noted Corrections

**From:** 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-aye, Barger-aye, Barber-aye, Mangan-aye, Rolf-aye. All in favor. Motion approved.

**To:** 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-aye, Barger-aye, Barber-aye, Mangan-aye, Rolf-aye. All in favor. Motion approved.

Rolf made a motion to accept the July 19, 2016 closed meeting minutes. Mangan seconded the motion. All were in favor and the motion passed

**Communications:** Steve Cook from Farmers State Bank sent a thank you. We also received a copy of *The Anchor* which contained an article written about the local libraries.

**Report of the Librarian:**

**Library Statistics for July:**

**Circulation**

Check-outs: 642

Renewals: 131

ILL out: 131

ILL in: 51

E-books: 155

Total circulation: 1,468

Website Visits: 370

**People In**

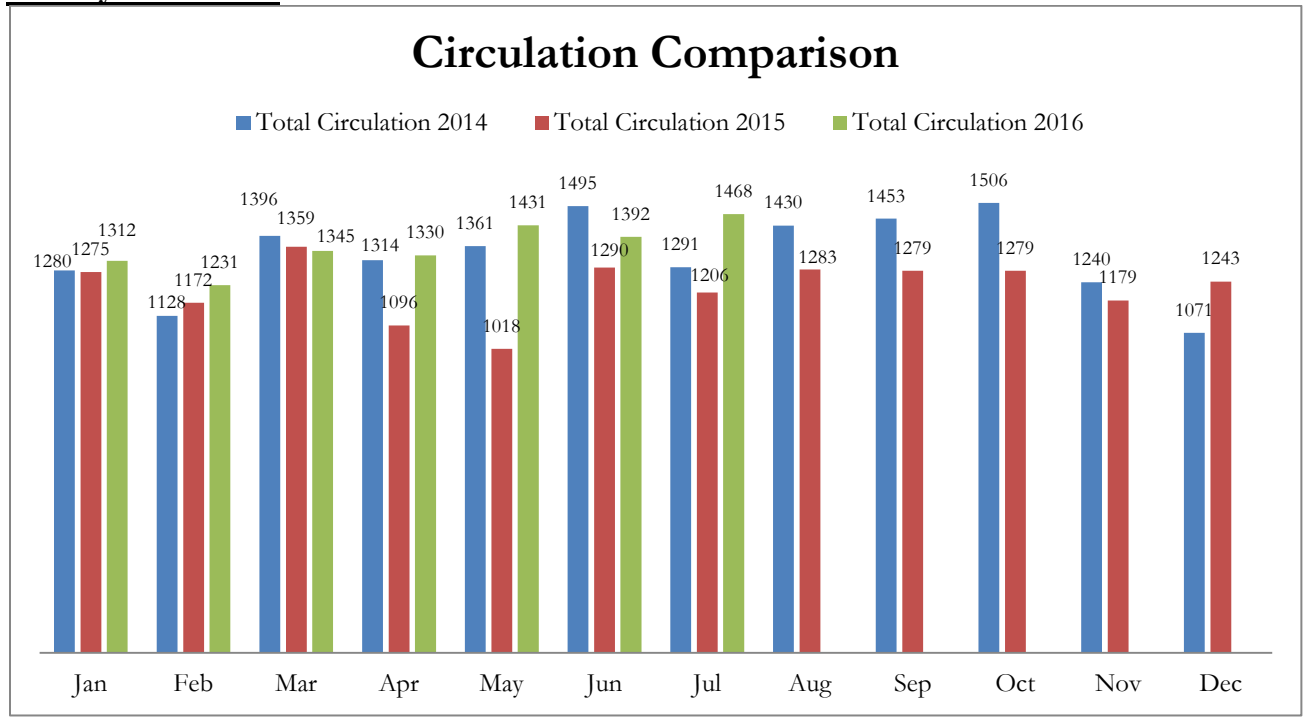
Adults: 399 (89 of whom were men)

Children: 177 (+229 total SRP participants)

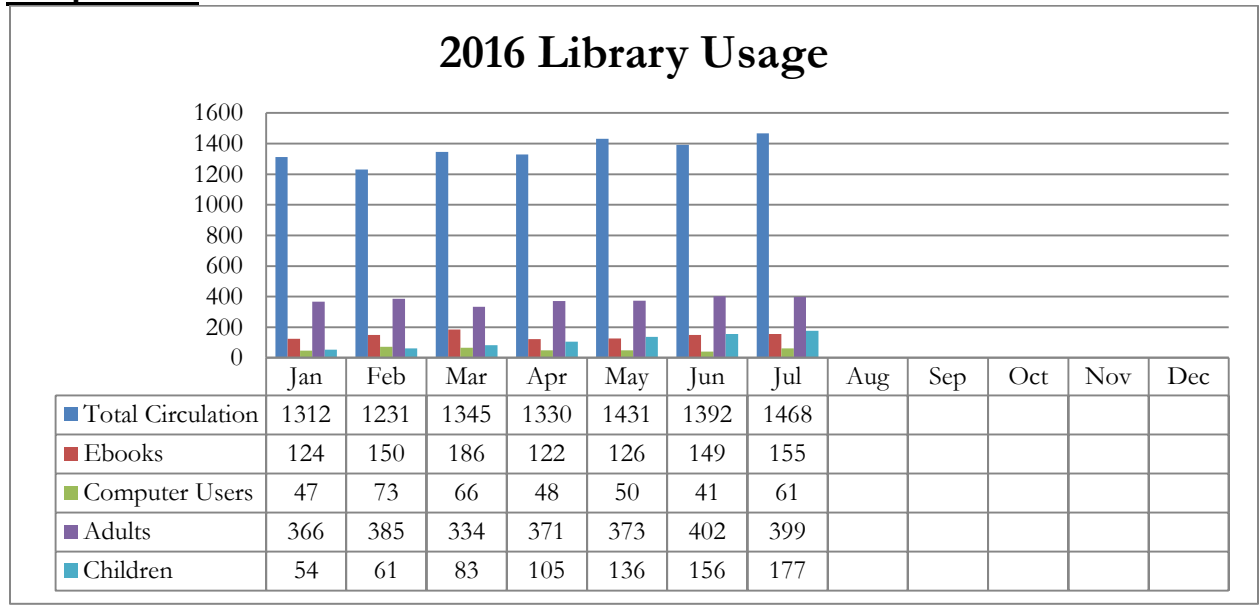
Computer uses: 61

Facebook Reach: 2,902

**Library Circulation**



**Comparisons:**



**Miscellaneous Business:**

We received a Google Review-1 star last Saturday concerning an Out-of-District card. Steinsultz attempted a follow up but has not received a response.

We are considering selling or donating the display case that is currently in storage.

The Summer Reading Program is now over. We had 229 total participants, with duplication. We had 73 registrants. We were able to provide many great books and incentives with the Dollar General Literacy Foundation Grant including two back packs full of school supplies. Our final event was an ice cream party with Lucky the Canary from the SI Miners. We heard many compliments for the party and the summer program.

Colboth had surgery on August 1.

The library has received the first tax installment as well as the construction mini-grant money.

The Illinois Public Library Annual Report (IPLAR) is complete. It will need to be reviewed and certified at the meeting. This includes a review of the secretary's minutes.

Fine notices were sent for all patrons with fines from 2016. A few were received back as undeliverable. Only one prompted a phone call.

The process for equipment upgrades has been started. Lazerware will be upgrading our router and some other equipment. Phone MACS will be rewiring the Ethernet cabling and adding drops for connecting the computers and eliminating the currently used switches. A new wireless router with higher speed capabilities has been installed.)

The Shakespeare Reading Group met at the library on August 8. Eleven people attended. This is a program we hope to repeat.

Dr. Blaine Greer will be at the library September 7, 2016 at 3pm for a book signing. His book *Willow Sieve Chronicles: Eavesdropping from the Wilderness* is his account of canoeing the Mississippi River.

The library will be participating in the Creal Springs Wonder Water Festival Parade on September 24, 2016 at 11am. The theme will be Reel in a Good Read. Mayor Rich is pleased with our interest in participating and about our intended parade entry. Volunteers are needed to walk with the float.

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

The library has received the first tax installment as well as the construction mini-grant money.

**Payment of Bills:**

- Barger made a motion to pay the bill to Visa. (Programming and Supplies) for \$558.30. Mangan seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay the bill to Snider McCree. (Services) for \$520. O'Leary seconded the motion. All were in favor and the motion passed.
- Barber made a motion to pay the bill to Illinois Heartland Library System. (OCLC eResource Subscription) for \$457.44. Mangan seconded the motion. All were in favor and the motion passed.
- O'Leary made a motion to pay the bill to Illinois Heartland Library System. (OCLC Service Fee) for \$761.21. Barger seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to Illinois Heartland Library System. (Membership and Bibliography Fee) for \$2,091. O'Leary seconded the motion. All were in favor and the motion passed

### **Unfinished Business**

**Employee handbook:** Pending

**Policy handbook:** Pending

**Grant updates:** The Dollar Store Grant is completed and the final report will be submitted by August 16<sup>th</sup>. The Construction Grant bid notices have been sent and an opening bids meeting will be held on Monday August 29<sup>th</sup> at 5pm.

**Pension Plan:** Steinsultz made a few inquiries and options were discussed. While feasible options will continue to be explored this item is to be removed from the agenda until further information is available.

**Little Free Libraries:** Steinsultz discussed ideas for a Little Free Library in Creal Springs including potential locations and concerns with Mayor Rich.

**Programming:** The Shakespeare Reading group event was successful. We will take a break from children's programming or Steinsultz will fill in for Colboth. An event is being planned for Halloween and we will be participating in the Creal Springs Wonder Water Festival Parade.

**City of Marion Property De-annexation:** Steinsultz emailed questions to the County Clerk about coding of the de-annexed area. It is coded as in the Crab Orchard Library District and there are no other concerns or things to do.

**Summer Reading Program update:** The Summer Reading Program is finished. There were a total of 73 registered and with the Dollar General Grant we were able to give away several books and prizes. For next year's program we are considering a couple of reading requirement changes.

**Budget hearing (Draft Budget) Library Budget and Loan:** A draft budget and proposed working budget has been prepared for review and suggestions. Discussed repayment of the Tax Anticipation Incentive loan.

## **New Business**

**IPLAR:** O’Leary and Barger were appointed to review the secretary minutes per IPLAR requirements.

- Rolf made a motion to approve the IPLAR. Barber seconded the motion. All were in favor. Motion approved.
- Stoup noted that the Secretaries Audit has been completed.

**Employee Annual Raises:** Stoup appointed O’Leary and Rolf to a Budget Committee to meet on Friday August 19<sup>th</sup> with Steinsultz to discuss and make recommendations to the Board concerning employee annual raises.

**Disaster Plan:** Employee Sue Clark has been working on a Disaster Plan using a template. A preliminary draft will be presented to the board to be approved at the next meeting.

## **Closed Session:**

Stoup called for a motion to go into closed session.

- O’Leary made a motion to go into closed session at 8:30 pm on August 16, 2016 for the purpose of discussing an employee leave of absence (medical)-applicable Statutory Section 2(c)1. Barber seconded the motion. Roll Call Vote: Stoup took a roll call vote: Barger-aye, Rolf-aye, Mangan -aye, O’Leary-aye, Stoup-aye, Barber-aye and Durr-aye. All present were in favor and a Closed Session meeting convened at 8:30 pm on August 16, 2016.

Stoup called for a motion to re-enter into the regular meeting.

- Barger made a motion to go out of closed session and to re-enter the regular meeting at 8:43pm. Rolf seconded the motion. Roll Call Vote: Stoup took a roll call vote: Barger-aye, Rolf-aye, Mangan-aye, O’Leary-aye, Stoup-aye, Barber-aye and Durr-aye. All present were in favor and the board re-entered into the regular board meeting at 8:43pm on Aug 16, 2016.
- Barger made a motion to allow Colboth to use her 42 hours vacation to extend her medical leave of absence. Rolf seconded the motion. All were in favor and the motion passed.

**Adjournment:** O’Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:44 pm on August 16, 2016. Mangan seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on September 19, 2016.

Minutes submitted by secretary, Julie Durr.