

**Crab Orchard Public Library
Regular Board Meeting
April 18, 2017**

Call to Order: Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 6:45pm on April 18, 2017. Russ Stoup, Susan Rolf, Marge Mangan, Evelyn Barber, Dawn O'Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present. Visitors Cheryl Johnson and Anita Biver were present. Absent: Scott Barger

Public Comment: Newly elected board trustees, Cheryl Johnson and Anita Biver were introduced and met the board trustees present.

Minutes of Previous Meeting: Rolf made a motion to accept the March 2017 regular board meeting minutes with one name spelling correction (Biever to Biver). Barber seconded the motion. All were in favor and the motion passed.

Communications: An email was received from the Illinois State Library concerning IPLAR changes from the previous year. Steinsultz will review the changes and send an explanation about the changes to ILS. The library received a Per Capita Grant award letter concerning a possible delay in receiving award funds due to state budget.

**Report of the Librarian:
Library Statistics for March:**

Circulation

Check-outs: 893

Renewals: 69

ILL out: 7

ILL in: 570

E-books: 169

Total circulation: 1,708

People In

Adults: 322 (84 of whom were men)

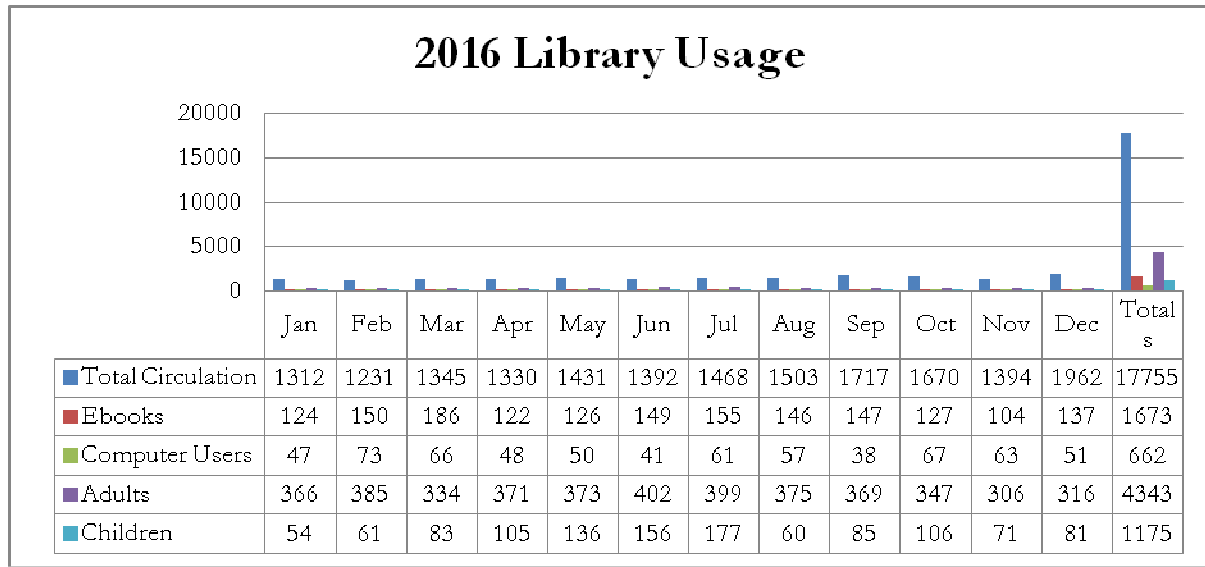
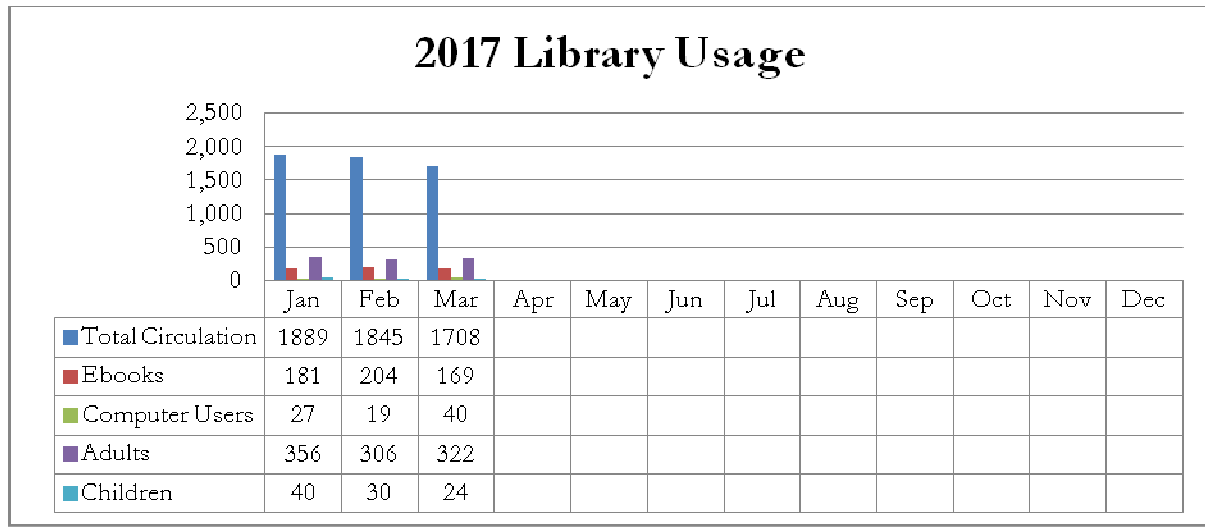
Children: 24

Computer uses: 40

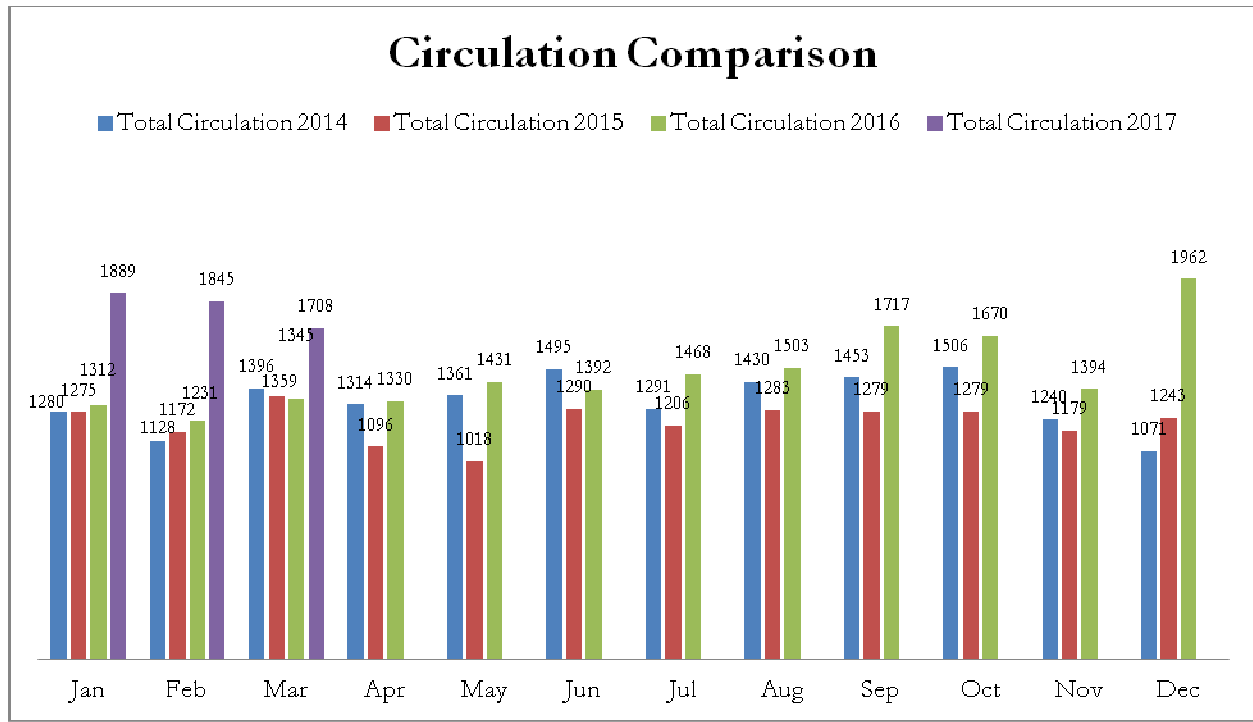
Facebook Reach: 717

Website Visits: 135

Library Circulation:



Comparisons:



We have received eRate reimbursements for the payments made to Lazerware and Phone MACS for installation of new equipment.

Steinsultz attended the Reaching Forward South conference the first week of April and found it informative.

Story Time restarted, with several children in attendance. We held a Card Making program that was enjoyed so much that we have already scheduled another program for July 6.

The Open House was very successful. We had about 50 people in attendance. All were pleased with the appearance of the library. Several in attendance talked with Lesley Zavadiuk from the Illinois Library System about the Cloud Library. Staff members provided refreshments, and cookies were donated by Bunting Bakery and More (Alyssa Bunting).

New trustees are to be sworn in at the May meeting.

Financial Report: Stoup noted that the March 2017 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 Shannon Edwards \$12,943.33 (grant funded construction/remodeling completion). Mangan seconded the motion. All were in favor and the motion passed.

- Barber made a motion to pay Erin Steinsultz \$395.60 for conference trip reimbursement and mileage. O’Leary seconded the motion. All were in favor and the motion passed.
- Mangan made a motion to pay the bill to VISA (Desk/supplies) for \$979.04. O’Leary seconded the motion. All were in favor and the motion passed.
- Barber made a motion to pay the bill to Amazon (Books/supplies) for \$623.64. Rolf seconded the motion. All were in favor and the motion passed.

Unfinished Business

Employee handbook: Pending

Policy handbook: Pending

Programming: Story time has resumed. The card making event was a great success and another card making event has been scheduled on July 6, 2017. Picnic and the Summer Reading Program kickoff will be on June 8, 2017.

Construction Grant: Most of the construction work has been completed with only a few small projects to be addressed. Steinsultz will file the final report and hang the donation/award plaque.

Director’s Evaluation: The board reviewed financial considerations.

- Barber made a motion to grant Erin Steinsultz a 5% salary pay increase effective on May 3, 2017. O’Leary seconded the motion. Roll call vote: Russ Stoup-aye, Susan Rolf-aye, Marge Mangan-aye, Evelyn Barber-aye, Dawn O’Leary-aye and Julie Durr-aye. Scott Barger-Absent. All present were in favor and the motion passed.

New Business:

Furnishings: A few items have been sold or discarded. The display case has been traded to Harrisburg High School for padded chairs. We are looking to replace some bookshelves and for a cover box for the internet wires/router.

Election Update: Board members reviewed the election results and welcomed new board trustees, Anita Biver and Cheryl Johnson. They will be sworn in at the next board meeting in May.

Plumbing: The water fountain is leaking and needs to be replaced. Steinsultz has two bid estimates and will get one more. Discussion ensued concerning the work completed on the fountains, repairs and the estimates.

Closed Session: None

Adjournment: Rolf made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 8:05 pm on April 18, 2017. Barber seconded the motion. All were in favor and the meeting adjourned.

Minutes submitted by secretary, Julie Durr.