

Crab Orchard Public Library

Board of Trustees Minutes

October 17, 2017

Call to Order: President Russ Stoup called the meeting to order at 6:45 pm. Russ Stoup, Scott Barger, Cheryl Johnson, Susan Rolf and Anita Biver were present. Evelyn Barber was absent. Library Director, Erin Steinsultz was present. Amanda Barker was also present.

Public Comment: No public comment.

Minutes of Previous Meeting: Rolf made a motion to approve the minutes from the September board meeting after a few changes were made. Johnson seconded. Motion carried.

New Business: a) Amanda Barker was sworn in as a member of the Board of Trustees. Two of Amanda's family members came to observe the ceremony. (New Business continued on following page.)

Communications: The second tax installment of \$41,992.36 has been received.

The Comptroller's office sent a letter regarding local government accounting methods. They would prefer that we use the accrual method instead of cash method, but we will check with our accountant to see if these changes are necessary.

Report of the Director: In addition to Erin's written report, she informed the board:

- The library's Facebook page and also its website are proving to be beneficial.
- There has been no response from the Crab Orchard High School to the inquiry for painting the book drop.
- The library grounds are in need of trees. We will consider what would be best to plant.
- The Print Shop made signage for inside the library that meets ADA requirements.

Financial Report: The approved financial report is ready to submit for audit.

Payment of Bills:

-Cheryl made a motion to pay Amazon \$309.72 for the purchase of books. Barger seconded. Motion carried.

-Barger made a motion to pay Prairie Creek Farm \$1400 for tree removal. Biver seconded. Motion carried.

- Johnson made a motion to pay Strait Line \$811.55 for striping the parking lot. Rolf seconded. Motion carried.

-Barger made a motion to pay the monthly bill to Visa \$468.30. Biver seconded. Motion carried. The previous fraudulent charges were credited back to the account and a new card has been issued.

Unfinished Business:

a and b) The employee handbook and the policy handbook are being tabled for now.

c) Programming:

- Chrissie Holmes is holding Thursday evening fitness classes at the Methodist church.
- A sandwich board/chalkboard is being considered to possibly help build up the book stops.
- Monday Muse is going well, as is Creative Kids, NanoWriMo, and Book Club.
- There is a pre-registration for the trip to the pumpkin patch.
- The Halloween Bash plans are in place.

d) Banking Ordinance #2017-05 was tabled.

e) Johnson made a motion to approve the Investment Ordinance #2017-06. Barger seconded. Motion carried.

f) Rolf made a motion to approve the Risk Management Plan. Barger seconded. Motion carried.

g) The board agreed we should publish a Black Border ad and follow the procedure for increasing our tax levy.

New Business:

a) Previous mention of swearing in new member.

b) The Annual Financial Report is due in December.

c) Rolf made a motion for Christmas bonuses to stay at \$25 or 1% of annual salary (whichever is larger). Johnson seconded motion. Motion carried.

d) Because of the way Christmas falls this year, the library hours will not change.

e) Barger made a motion to move the inter-fund money back into savings. Barker seconded. Motion carried.

f) Personnel: Refer to closed session minutes.

g) There is a training class available for staff and trustees called Safety in the Library. It can be online or someone can come in to teach it on a Saturday morning.

Closed Session: We went into closed session at 7:43 to discuss personnel matters. Rolf made a motion to do so that was seconded by Johnson. Roll call vote was taken. All in favor. At 8:00 Barger made a motion to end the closed session. Biver seconded. Roll call vote was taken. All ayes. Motion carried.

Adjournment: Johnson made a motion to adjourn at 8:07. Barker seconded the motion. Motion carried.