

Crab Orchard Public Library
Board of Trustees Regular Meeting Minutes
January 9, 2018

President Russ Stoup called the board meeting to order at 6:45 PM. Present were Susan Rolf, Amanda Barker, Cheryl Johnson, Scott Barger, Anita Biver, and Library Director Erin Steinsultz. Due to illness the December 2017 meeting was cancelled.

Public comment: None

Disposition of minutes of previous meeting: Johnson made a motion to approve previous minutes as presented. Barger seconded. Motion carried.

Communications: A thank you note was received from D&C Heating. A \$10,765.22 tax installment was received as well.

Report of the Director: Erin submitted reports for both December 2017 and January 2018. In addition to those written reports, she informed the board that she had attended the eRate seminar at Marion Carnegie Library. She also reported on the price of trees as well as the cost of the labor to plant the trees. She questioned if, due to lack of interest, the Southern Illinoisan should be discontinued at the library except for the Sunday paper?

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

Payment of Bills:

-Johnson made a motion to pay Ebsco magazines \$493.62 for periodicals. Barker seconded. Motion carried.

-Barger made a motion to pay Garrett Book Co. \$348.16 for books. Barker seconded. Motion carried.

-Johnson made a motion to pay Snider McCree CPA's \$327.60. Rolf seconded. Motion carried.

Unfinished Business:

a and b) Employee handbook and Policy handbook are works in progress.

c) Programming: Some programs are on break while Julie is on vacation and will resume when she returns. However, the book stops, book club, and exercise program are continuing.

The wooden sign that Shannon is making is almost ready. He will put it up for us. He is also going to do touch up paint for us.

d) Annual Financial Report and Audit (Comptroller's Report) is now due February 27th. Erin got an extension and the accountants are preparing it for us.

e) Banking Ordinance #2017-05: Waiting for answer to bonding question, before we proceed.

f) Per Capita Grant Application: The finalized Per Capita Grant Application was finalized and presented for review. Rolf made a motion to approve. Johnson seconded. All in favor.

New Business:

- a) Review of Closed Sessions Minutes: The closed sessions minutes were reviewed. Barger made a motion to keep those minutes closed. Biver seconded. Motion carried.
- b) Sexual Harassment Policy: Rolf made a motion to accept an ordinance prohibiting sexual harassment. Barker seconded. Roll call vote was taken. All ayes. Motion carried.
- c) Johnson made a motion to accept Ordinance #2017-09 adopting a policy prohibiting sexual harassment. Barger seconded. Roll Call Vote was taken. All ayes. Motion carried.
- d) Bill payment if lack of a quorum: This has already been approved.
- e) Other: Annual certification required by the state library has been completed.

Closed Session: None.

Adjournment: Johnson made a motion to adjourn at 7:54 PM. Barker seconded. Motion carried.