

**Crab Orchard Public Library  
Board of Trustees  
Regular Meeting  
February 15, 2022**

**Call to Order:** President Amanda Barker called the Board of Trustees regular meeting to order at 6:05pm. Trustees present were Barker, Greg Blumenstock, Maria Brown, Bonnie Kucharski, Susan Rolf and Fran Wachter. Anita Biver was absent. Library Director Erin Steinsultz was also present.

**Public Comment:** There was no public comment.

**Disposition of Minutes from the Previous Meeting:** Rolf made a motion to approve minutes from the previous meeting. Kucharski seconded. Motion carried.

**Communications:** None.

**Report of the Director:** In addition to her written report Erin reported the safety yellow paint done on the entrance steps. The Board recognized the good job done and the enhancement to the entrance.

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

**Payment of Bills:**

<u>Amazon</u>	\$684.93	Books/Supplies.
Kucharski made a motion to approve payment. Brown seconded. Motion carried.		
<u>Baltzell Plumbing LLC</u>	\$397.50	Replace Water Heater.
Brown made a motion to approve payment. Rolf seconded. Motion carried.		
<u>Lary's Electric</u>	\$421.22	Replace Exit/Emergency Lights.
Rolf made a motion to approve payment. Wachter seconded. Motion carried.		
<u>Lazerware</u>	\$536.78	Computer leases, hardware fees.
Kucharski made a motion to approve payment. Brown seconded. Motion carried.		
<u>Snider McCree CPA.s LLC</u>	\$591.06	Monthly Payroll/Actg.
Brown made a motion to approve payment. Kucharski seconded. Motion carried.		
<u>VISA</u>	\$876.50	Adobe, Foyer Painting, Misc Supplies, Gas

**Unfinished Business:**

**a) Programming.**

i) Erin reported on some summer outdoor activities. Having a Magician, Fire Safety with Smokey Bear, play days, Big Foot, and a June 2<sup>nd</sup> kickoff picnic. Other activities were Thursday Bingo and Live Candyland.  
ii) Discussion was held on having a shelter erected large enough to provide shade/cover during summer outdoor activities. Erin is gathering quote information to be discussed at later Board meeting. Erin also reported on the Crab Orchard High School shop class will build treated lumber picnic tables for the Library for only material costs. Motion made by Rolf to have six (6) picnic tables built. Brown seconded. Motion carried.

**b) Library District Demographics and Statistics.**

Erin reviewed the new data form the Illinois State Library on the service population statistics from the 2020 census. Our district experienced a 7.84% decline from 7,408 to 6,827.. Erin is going to do a strategic plan based on the new information.

**c) Bookmobile update.**

In progress.

**d) Library building repair.**

Waiting for final payment on claim from the insurance company.

#### e) Policy Manual Revisions

##### i) Policy II.13 Library Hours of Operation

Motion made by Kucharski to revise Saturday hours from 11am – 5pm to 11am – 2pm.

Brown seconded. Motion carried.

##### ii) Policy II.15 Inclement Weather Policy

Motion made by Rolf to revise policy by adding two paragraphs:

The Library Director will address parking lot and entry way conditions before reopening, and may confer with staff or Board members regarding their condition.

Library staff will be compensated for hours lost to an inclement weather closure at their regular pay rate, and only for scheduled hours that were lost due to this closure.

Wachter seconded. Motion Carried.

##### iii) Policy II.17 Confidentiality of Patron Information Policy

Motion made by Kucharski to revise first paragraph of policy to:

In accordance with American Library Association guidance regarding privacy, and Illinois Heartland Library System membership agreements, patrons should be prepared to present their barcode number or patron ID number, either in person or on the telephone, before any information will be given concerning:

Brown seconded. Motion carried.

##### iiii) Policy III.5 Continuing Education Policy

Motion made by Kucharski to revise policy by adding (inserting) paragraph point five (5) as follows:

All employees must complete one hour of continuing education per year pertinent to their work at the library, as directed by the Library Director and suggested as membership requirement of the Illinois Heartland Library System, and suggested by the Illinois State Library, and reported annually to the Illinois State Library.

Rolf seconded. Motion carried.

##### iiiii) Policy III.18 Separation of Employment Policy

Discussion tabled.

#### **New Business:**

##### a) Certificates of Deposit Renewals

Discussion was held about low CD interest rates. Motion made by Rolf to not renew two (2) CD's and temporarily deposit them into the Library savings account until future reviews would warrant renewal.

Brown seconded. Motion carried.

##### b) Updates on Library Services and Covid-19 Response

Mask requirements lifted, but still recommended.

##### c) Economic Interest Statements

Erin reported new EIS forms should be forthcoming for the annual reporting to the County Clerk office due in May.

##### d) Other

Motion made by Rolf to have the large electronic control box on the North wall relocated to another location. That will allow better access to the rear exit door and more space around the Director's desk area. Wachter seconded. Motion carried.

Erin also reported on some of the 2022 conferences she will attend. She also reported on the Williamson County Fire Protection offering key boxes available for use in an emergency. Consensus from the Board was there was no need for the boxes and no action was taken.

#### **Closed Session:**

There was no closed session.

#### **Adjournment:**

At 8:27pm Rolf made a motion to adjourn, Kucharski seconded. Motion carried.