

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

Call to Order: President Amanda Barker called the Board of Trustees regular meeting to order at 6:00pm. Trustees present were, Greg Blumenstock, Maria Brown, Bonnie Kucharski, Susan Rolf and Fran Wachter. Anita Biver was absent. Library Director Erin Steinsultz was also present. President Barker called the Tax Hearing to order at 6:01pm. No discussion. President Barker closed the Tax Hearing at 6:02pm.

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. Wachter seconded. Motion carried.

Communications: Erin informed the Board of 2nd notice from the Williamson County Board of Review concerning the Dollar General store, d.b.a. Realty Income Corp (DG Retail, LLC) asking for a review and reduction of their property taxes at the Pittsburg store. No action was taken.

Report of the Director: In addition to her written report Erin reported on receiving the second tax allotment of \$43,824.58.

Financial report: The September and October financial reports were reviewed and will be submitted for audit. The August financial report is still tabled due to questions on how the report is dividing and tabulating categories in the report.

Payment of Bills:

<u>Baker & Taylor</u>	\$685.78	Kids/Adult books
Rolf made a motion to approve payment. Bonnie seconded. Motion carried.		
<u>HOOPLA</u>	\$384.08	E books
Wachter made a motion to approve payment. Brown seconded. Motion carried.		
<u>Ingram Library</u>	\$349.72	Adult books
Brown made a motion to approve payment. Kucharski seconded. Motion carried.		
<u>Lazerware</u>	\$526.04	Monthly computer leases/maint fees
Rolf made a motion to approve payment. Wachter seconded. Motion carried.		
<u>Professional Dust Busters</u>	\$350.00	Cleaning of library
Kucharski made a motion to approve payment. Brown seconded. Motion carried.		
<u>Snider McCree Actg.</u>	\$305.00	Accounting fee
Wachter made a motion to approve payment. Rolf seconded. Motion carried.		
<u>VISA</u>	\$879.82	Program supplies/ Cricket WIFI
Brown made a motion to approve payment. Kucharski seconded. Motion carried.		

Unfinished Business:

a) Programming.

Erin reported on the attendance for Fall programs and upcoming December activities.

b) Library District Demographics and Statistics.

In progress.

c) Bookmobile update.

i) Homebound delivery service

Erin reported no response/activity yet on homebound delivery. Lisa visited Adams school with the van and received a very good response.

d) Policy Manual Revisions

In progress

e) Library bookkeeping/accounting services

In progress

f) Director's Goals/Evaluation

In progress

g) Per Capita required reviews

Due January 15, 2023

New Business:

a) Tax Hearing

No questions or discussion.

b) Ordinance number 2022-03, an ordinance establishing the library district's tax levy

Approved by unanimous roll call vote.

c) Ordinance number 2022-04, an ordinance establishing 2023 meeting dates of the library's Board of Trustees

Approved by unanimous roll call vote.

d) 2023 Library Holidays

Kucharski made a motion to approve 2023 Library Holidays. Rolf seconded. Motion carried.

e) Employee Holiday Bonuses

Brown made a motion to approve Holiday bonuses as 1% of salary or \$25.00 whichever is greater.

f) Library building repair

Erin brought in Kevin Myers of Orkin for a presentation of suggested work under the floor of facility. Board recommended getting an additional quote before any action taken.

g) Other

Discussion was held on a reminder of online training, hay bale decorating, and questions on credit card limit increases not yet resolved. There were no other items for discussion.

Closed Session:

There was no closed session.

Adjournment:

At 8:15pm Kucharski made a motion to adjourn. Rolf seconded. Motion carried.