

**Crab Orchard Public Library**

**Board of Trustees**

**December 20, 2022**

**Regular Meeting**

**Call to Order:** President Amanda Barker called the Board of Trustees regular meeting to order at 6:00pm. Trustees present were Barker, Fran Wachter, Bonnie Kucharski, Maria Brown, Susan Rolf and Anita Biver. Library Director Erin Steinsultz was also present. Jennifer Galloway was present as well as a Terminix representative.

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

**Disposition of Minutes from the Previous Meeting:** The date listed for the Per Capita required reviews was January 15, 2023. It will be changed to reflect the actual date of January 30, 2023. Biver made a motion to accept the change. Kucharski seconded. Motion carried.

**Communications:** There was nothing to report in communications.

**Report of the Director:** Along with the written report, Erin informed the Trustees that shelving has been received and is temporarily placed under the pavilion. Maddie has tarped this to protect from the weather until it can be installed. 4-H volunteers will put in and put together the shelves following Erin's plans. Erin has asked/offered to be on a Trustee Training Committee.

**Financial Report:** The financial report was reviewed and is ready to submit for audit. A credit card application was submitted to First Southern Bank but the Library has received no response yet.

**Payment of Bills:** Visa \$703.99 (pd online) cookie event, dino event, cricket wireless  
Rolf made a motion to approve payment. Brown seconded. Motion carried. Snider  
McCree CPA \$305.00 accounting fee  
Kucharski made a motion to approve payment. Wachter seconded. Motion carried. Midamerica  
\$728.97 kids books Rolf  
made a motion to approve payment. Brown seconded. Motion carried. Hoopla  
\$371.88 ebooks Brown made a  
motion to approve payment. Kucharski seconded. Motion carried. Lazerware  
\$526.04 monthly computer leases/maint fees Wachter made a motion to  
approve payment. Rolf seconded. Motion carried. Amazon \$818.30  
books for van/program supplies/tarps Brown made a motion to approve payment.  
Kucharski seconded. Motion carried. Amazon \$498.23 toner  
cartridges/window scraper/squeegee/books for van  
Brown made a motion to approve payment. Kucharski seconded. Motion carried.

**Unfinished Business:**

a.) Programming

Erin reported on the attendance of various programs and the activities that are being planned.

b.) Library District Demographics and Statistics

There was nothing new to report on this item..

c.) Bookmobile Updates

i.) Homebound delivery service

As of right now, there are no homebound requests for books.

ii.) There was a good response from Adams School to receive student library cards. Several more responses are coming in from Crab Orchard School. d.)

Policy Manual Revisions

There was nothing new to report on this item.

e.) Library bookkeeping/accounting services

Erin

informed that progress is being made.

f.) Directors Goals/Evaluation

This

item was tabled for now.

g.) Per Capita Grant Reviews and Draft Application

This

report is due January 30, 2023.

h.) Library Building repair

A representative from Terminix gave the Board a presentation of suggested work for under the floor of the Library. This was discussed with the intent to reach back out to Terminix with several questions, then will be revisited by the Board with appropriate action to be discussed.

**New Business:**

a.) Twice Annual Review of Minutes

The minutes were reviewed and all is in proper order.

b.)

Empolyees Raises and Illinois Minimum Wage Increase

Raises were discussed and implemented. This puts the Library in compliance with Illinois State Law.

Brown made a motion to approve these raises. Rolf seconded. Motion carried.

c.)

Interlibrary Loan and Reciprocal Borrowing Statistical Survey This survey was presented to the Board.

d.) Annual Report of Receipts and Disbursements (Treasurer's Report)

The Board was presented with the treasurer's report.

e.) Annual Financial Report (Comptroller's Report)

The Comptroller's report was reviewed. A roll call vote was taken to approve the report with Trustees answering aye. The Trustees included were Barker, Brown, Biver, Wachter, Rolf, Kucharski. There were no nays. Motion carried. This document needed the Secretary's signature. Brown made a motion to approve Kucharski as acting Secretary as regular Secretary Greg Blumenstock resigned. Rolf seconded. Motion carried.

f.) Possible Board member appointment

No new Board member has been appointed as yet.

g.) Other

Trustees and staff members will be required to have sexual harrassment training, Erin will give more information soon. This is ongoing Library education.

**Closed Session:**

There was no closed session.

**Adjournment:**

At 8:27pm, Wachter made a motion to adjourn. Biver seconded. Motion carried.

