

Crab Orchard Public Library

Board of Trustees

Regular Meeting

March 21, 2023

Call to Order: President Bonnie Kucharski called the Board of Trustees Regular Meeting to order at 6:01 p.m. Trustees present were Kucharski, Susan Rolf, Amanda Barker, Anita Biver, Jennifer Galloway, Maria Brown and Fran Wachter. Library Director, Erin Steinsultz was present.

Public Comment: There was no public comment.

Disposition of Minutes from Previous Meeting: Rolf made a motion to approve the February 2023 minutes. Biver seconded. Motion carried.

Communications: None presented.

Report of the Director: See Report of the Director. The director will be researching a more reader-friendly format for the library circulation graphs.

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

Payment of Bills:

East West Books: \$323.41 Children & Adult Books

Brown made a motion to approve payment. Rolf seconded. Motion carried.

Hoopla: \$480.40 Digital subscriptions

Barker made a motion to approve payment. Brown seconded. Motion carried.

Lazerware: \$526.04 Computer lease & maintenance

Rolf made a motion to approve payment. Biver seconded. Motion carried.

Snider, McCree CPAs LLC: \$305.00 Monthly Financial Report

Brown made a motion to approve payment. Barker seconded. Motion carried

Visa Community Credit Card: \$552.64 (paid online) Steps for van & supplies

Biver made a motion to approve payment. Brown seconded. Motion carried.

Unfinished Business:

a) Programming:

Trivia Night is set for Saturday, March 25.

b) Library Demographics and Statistics:

The director will be contacting other rural libraries to investigate procedures they may use to acquire this data.

c) Bookmobile Update:

i) Homebound delivery service: In addition to delivering reading materials, the homebound patron was also given assistance to download a Hoopla digital account.

ii) Student cards: Adams School students continue to actively participate and look forward to our visits. Attempts to make contact with Crab Orchard School students through the school librarian will continue. Wachter will contact Principal Deming.

d) Policy Manual Revisions: More information is necessary from the state legislature on new legislation pending prior to revising the district policy manual. The IML (Illinois Municipal League) continues to make releases as new information becomes available.

e) Director's Goals/Evaluation:

The director distributed a preliminary draft of the goals for 2023 to board members for their review. The director's 2022 evaluation will be completed March 31, 2023.

f) Library building repair: The director will be contacting a recommended contractor to request a repair estimate.

New Business:

a) Bank Fraud Updates:

The director and Maria Brown will be making an in person visit to First Southern Bank before the April board meeting to clarify details and policy concerning the bank fraud, as well as procedures to be put in place to ensure our account is protected. Our insurance agent has verified that the district is covered for loss due to fraud.

b) House Bill 2789: ILHS is disseminating information to all libraries as this policy is established.

c) PA 102-1143: The director will be contacting Snider, McCree CPAs LLC to track earned paid leave and carry over for employees on the payroll.

d) 50 ILCS 70/Decennial Committees on Local Government Efficiency Act: The board plans to appoint two members from the public community to this committee. Discussion on this topic will continue at the April board meeting.

e) Other: The director shared several ideas for budget cuts. A Budget Meeting was scheduled for April 12, 2023 at 3:30 p.m.

Closed Session: There was no closed session.

Adjournment: Rolf made a motion to adjourn at 7:25 PM. Brown seconded. Motion carried.

