

**Crab Orchard Public Library
Board of Trustees
May 16, 2023
Regular Meeting**

Call to Order: President Bonnie Kucharski called the Board of Trustees regular meeting to order at 6:04 p.m. Trustees present were Kucharski, Fran Wachter, Amanda Barker, Maria Brown, Susan Rolf, Jennifer Galloway, and Anita Biver. Library Director Erin Steinsultz was also present.

Public Comment: There was no public comment.

Disposition of Minutes from the Previous Meeting: Amanda Barker made a motion to approve the previous meeting minutes. Anita Biver seconded. Motion carried.

Communications: A letter from the Williamson County Treasurer concerning outstanding uncleared checks was received. An acknowledgement receipt was signed and will be returned to the treasurer's office.

Report of the Director: See written report. Additionally, the director will be researching updating options to the library's HVAC system. Galloway will also be looking into available incentives for upgrading. Director Steinsultz has been appointed to the Illinois Library Association Serving Our Public Committee. Committee members will be revising Serving Our Public: Standards for Illinois Public Libraries.

Financial Report: The financial report was reviewed and is ready to submit for audit. Snider, McCree CPAs LLC will be increasing their monthly fee to \$325.00.

Payment of Bills:

Snider, McCree CPAs LLC: \$305.00 Accounting fees: Barker made a motion to approve payment. Biver seconded. Motion carried.

Visa Credit Card: \$392.25 Misc. purchases: Brown made a motion to approve payment. Barker seconded. Motion carried.

Baker & Taylor: \$302.90 Books: Rolf made a motion to approve payment. Brown seconded. Motion carried.

Hoopla: \$509.39 Digital books & materials: Brown made a motion to approve payment. Rolf seconded. Motion carried.

Amazon: \$500.05 Books: Barker made a motion to approve payment. Brown seconded. Motion carried.

Unfinished Business:

a.) Programming: The Summer Reading Program schedule of activities has been confirmed. Stephanie Mall was successful in obtaining donations and prizes from numerous local businesses.

b.) Library District Demographics and Statistics: The director will inquire how the state library acquires this data.

c.) Book Mobile Updates: Lisa Johnson submitted a report highlighting her school visits, homebound patron, and book stops.

d.) Policy Manual Revisions: An email will be sent from the director to the trustees with revisions to be reviewed for discussion at the June board meeting.

e.) Library building repair: There are upcoming appointments with several companies for estimates. Barker will also contact the contractor that poured the pavilion's pad about the issues with standing water.

f.) Director's Goals: The director's goals will be presented at the June board meeting.

g.) Bank Fraud Updates: After the current situation is shared with a local attorney, the director will contact our insurance agent.

i) Library Banking: Questions will be formulated for prospective banks highlighting the safety of the district's funds.

h.) 50 ILCS 70/Decennial Committees on Local Government Efficiency Act: Details will be forthcoming clarifying the requirements for our district's participation.

i.) Discussion of Budget Draft for fiscal year beginning July 1, 2023 and ending June 30, 2024: Draft was distributed.

New Business:

a.) Swearing in of newly elected trustees: Anita Biver, Bonnie Kucharski, and Jennifer Galloway were sworn in.

b.) Board officer elections: Current officers agreed to continue on in their role for the upcoming year. All trustees responded "Aye" in a Roll Call Vote.

Officers for the 2023-24 Fiscal Year

President: Bonnie Kucharski

Vice President: Anita Biver

Secretary: Fran Wachter

Treasurer: Maria Brown

c.) Non-Resident Fee Program: An annual fee of \$55.00 was approved. Rolf made the motion for the fee amount. Barker seconded. Motion carried.

d.) Other: Rolf made a motion for continued participation in SHARE: The database and interlibrary loan function software. Barker seconded. Motion carried.

Concessions at the Crab Orchard School will host a "Library Night" where a portion of the proceeds will be donated to the library.

Closed Session: There was no closed session.

Adjournment: Rolf made a motion to adjourn at 7:55 p.m. Brown seconded. Motion carried