

**Crab Orchard Public Library
Board of Trustees
Regular Meeting
June 20, 2023**

Call to Order: President Bonnie Kucharski called the Board of Trustees Regular Meeting to order at 6:03 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: Barker made a motion to approve the February 2023 minutes. Rolf seconded. Motion carried.

Communications: A letter received from First Southern Bank was discussed.

Report of the Director: No additions were made to the Director's submitted report.

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

Payment of Bills:

Rich Rubietta : \$300.00 Program for Summer Reading

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

Hoopla: \$492.40 Digital subscriptions

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

Lazerware: \$1,333.14 Computer lease & maintenance for April and May.

Wordpress subscription (our website). Biver made a motion to approve payment. Brown seconded. Motion carried.

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

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

Visa Community Credit Card: \$784.53 (paid online) Quickbook renewal, magazine subscription, Misc. supplies. Barker made a motion to approve payment. Brown seconded. Motion carried.

Unfinished Business:

- a) Programming: Summer Reading Program is underway with numerous activities and programs throughout June and July. Donations continue to be collected however, several more prizes may need to be purchased. Galloway reached out to the manager at Dollar General and they will be donating several gift cards.
- b) Library Demographics and Statistics: The director contacted the Illinois State Library Association and was given several resources that may help with this topic.
- c) Bookmobile Update: See submitted report.

- d) Policy Manual Revisions: Late fines were discussed. Rolf suggested revisions to the Homebound Delivery policy and application.
- e) Library Building Repair:
 - i) Pavilion water issues: Contractor met with the board to discuss possible solutions. He will be returning to cut additional joints. Other suggestions included cutting out and repouring affected sections.
 - ii) Moisture Issues: Rolf made a motion to pay \$1600.00 to Joel Grider for barrier installation (including piers) and the repair of vents and front door threshold. Brown seconded. Motion carried.
 - iii) Pest Control Options: Barker made a motion to cancel Orkin and retain Tabor Pest Control for the library's needed servicing. Brown seconded. Motion carried.
- f) Director's Goals/Evaluation:

The director distributed a preliminary draft of the goals for 2023 to board members for their review.
- g) Bank Fraud Updates:
 - i) First Southern Bank returned the funds in their entirety to the library's account. The director will investigate the fraud protection policies of additional local banks. She will also research what credit card companies other libraries use for purchases and payments.
- h) 50 ILCS 70/Decennial Committees on Local Government Efficiency Act: Sonja Cully has agreed to join the committee. Greg Blumenstock will be contacted to request his participation.

New Business:

- a) Budget Hearing: Hearing opened at 6:04 p.m. Hearing closed at 6:05 p.m.
- b) Budget and Appropriation Ordinance No. 2023-02

An ordinance establishing the library budget for the fiscal year July 1, 2023 to June 30, 2024. The budget was approved by a Roll Call vote. Ayes were unanimous.
- c) Interfund Borrowing: Rolf made a motion to move \$20,000 from the savings account to the checking account. Brown seconded. Motion carried.
- d) Paid Leave for Workers Act: Tabled until July meeting.
- e) Twice Annual Review of Minutes: Tabled until July meeting.
- f) Review of Closed Session Minutes: Tabled until July meeting.
- g) Other: A "Library Night" fundraiser at Crab Orchard School was discussed.

Closed Session: There was no closed session.

Adjournment: Rolf made a motion to adjourn at 7:45 p.m.. Brown seconded. Motion carried.