

**Crab Orchard Public Library  
Board of Trustees  
Regular Meeting  
November 21, 2023**

**Call to Order:** President Bonnie Kucharski called the Board of Trustees Regular Meeting to order at 6:05 p.m. Trustees present were Kucharski, Amanda Barker, Anita Biver, Maria Brown, and Fran Wachter. Library Director, Erin Steinsultz was also present. Trustees Jennifer Galloway and Susan Rolf were absent.

**Public Comment:** President Kucharski opened the Tax Hearing. There were no public comments. The Tax Hearing was closed at 6:06 p.m.

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

**Communications:** The director received an email of a grant opportunity which she will investigate.

**Report of the Director:** In addition to her written report, the director shared that she and the library staff completed the training for the Illinois Legal Aid Online resources, which is a service the library now offers to patrons.

**Financial Report:** The financial report was approved and is ready for audit. As of today's date, the Williamson County tax disbursement has not yet been received. There are still four checks outstanding in the First Southern Bank account. The director will contact those recipients before officially closing that account.

**Payment of Bills:**

<b>Invoice</b>	<b>Dollar Amount</b>
Visa: Supplies, Fuel, Travel, Subscriptions, Conference fees	\$941.61
Hoopla: Digital Materials in September & October	\$1,034.97
Joel Grider: Building Repairs	\$1,200.00
IHLS: SHARE quarterly fees and module	\$774.66
Erin Steinsultz: Mileage to conference & annual meeting	\$425.75
Snider McCree: August, September, & October monthly billing	\$975.00
Penworthy Books: Children's books	\$513.26
Baker & Taylor: Adult & Children's books	\$624.69
Ingram: Adult Books	\$495.35
MidAmerica Books: Children's books	\$561.88
Amazon: Supplies, DVDs, Books, invoices for both October & November	\$608.40

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

**Unfinished Business:**

- a) Programming: Stephanie Mall submitted her program report for October 2023. Additionally, calendar events for December 2023 were distributed.
- b) Library District Demographics and Statistics: The director attended a webinar on library marketing strategies.
- c) Bookmobile Update:
  - i) Homebound Delivery Service: Lisa Johnson submitted her report highlighting both school visits and home deliveries.
- d) Policy Manual Revisions: The specific information to be gathered from a patron when applying for a library card was discussed. The director will research what personal data other libraries find beneficial to obtain.
- e) Paid Leave for Workers Act: Beginning January 1, 2024, Vacation days and sick days will be combined and will be referred to as Paid Time Off (PTO). A policy revision will be made to address this update. A motion was made by Barker to accept the PTO policy revision. Brown seconded. Motion carried.

**New Business:**

- a) Tax Hearing: The tax hearing was held at the beginning of this meeting with no public comment.
- b) Ordinance number 2023-03, an ordinance establishing the library district's tax levy: A roll vote was taken to approve the tax levy request. The ayes were unanimous.
- c) Ordinance number 2023-04, an ordinance establishing the 2024 meeting dates of the library's Board of Trustees: A motion was made by Barker to accept the proposed dates with the revision for the March meeting to be moved from March 19, 2024 to March 26, 2024. Brown seconded. The motion carried.
- d) 2024 Library Holidays: Brown made the motion to accept the list of library holidays. Barker seconded. Motion carried.
- e) Employee Holiday Bonuses: Brown made the motion to approve a 1% of salary to date bonus for all employees. Biver seconded. The motion carried.
- f) Per Capita required reviews: The grant proposal is due January 30, 2024. The director will be completing the process in the upcoming weeks.
- g) Other:
  - 2024 Minimum Wage Requirements: Brown made the motion that in order to keep compliant in 2024, all employees currently being paid an hourly rate will receive a \$1.00 raise beginning January 1, 2024. Barker seconded. The motion carried.

Kucharski shared her impressions from a visit to the Nicholasville, KY library. Their 3-D printer was a popular draw to the teens in their patronage.

**Closed Sessions:** There was no closed session.

**Adjournment:** Brown made the motion to adjourn at 7:28 p.m. Barker seconded. The motion carried.