

**Crab Orchard Public Library
Board of Trustees
Regular Meeting
August 15, 2023**

Call to Order: President Bonnie Kucharski called the Board of Trustees Regular Meeting to order at 6:14 p.m. Trustees present were Kucharski, 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 July 2023 minutes. Brown seconded. Motion carried.

Communications: Letters were received from government officials, as well as cards from across the country, in celebration of the Crab Orchard Library's 40th year.

Report of the Director: In addition to the Director's submitted report, Crab Orchard Library is hosting a Zoom program, "Book Challenges on the Rise: Support Your Freedom to Read" on October 2nd at 7 p.m. This is through the Community Engagement Program. The Director also shared that we have been nominated for an Ameren Grant.

Financial Report: The financial report was approved and is ready to submit for audit. 2022 Property tax bill payment due date is yet to be determined by the Williamson County's Treasurer's Office. Barker made the motion to approve the application for a Tax Anticipation Warranty Loan in the amount of \$45,000 to cover expenditures due before tax disbursements are received. Galloway seconded. A Roll Call Vote was taken. All trustees present voted aye. Motion passed. Additional cost cutting measures will be implemented to reduce expenditure amounts during this period.

These will include:

- ~ No spending on books in August.
- ~ \$300 limit per month on book spending for September, October, and November.
- ~ Contact vendors to extend payment due date.

Payment of Bills:

<u>Invoice</u>	<u>Dollar Amount</u>
Visa Credit Card	Fuel, Programs, Subscriptions, Supplies, Flowers \$493.86
Amazon	Children & Adult books, DVDs, Supplies \$773.32
John's Lawn Care	June & July Lawn Maintenance \$350.00
Snider McCree CPAs	July Monthly Services, New Checks \$447.65
Hoopla	Digital Materials \$580.72
IHLS	Quarterly Membership & SIP2 Module \$774.66

IHLS	FY24 OCLC Service Fee	\$965.56
Baker & Taylor	Children & Adult Books	\$607.42
MidAmerica Books	Children's Books	\$309.54
Penworthy Books	Children's Books	\$542.59

Galloway made a motion to approve all payments. Brown seconded. Motion carried

Unfinished Business:

- a) Programming: Stephanie Mall, Program Coordinator, submitted her report on the Summer Reading Program.
- b) Library Demographics and Statistics: The director is looking into resources that may help with this topic.
- c) Bookmobile Update: See submitted report.
- d) Policy Manual Revisions: Tabled to September Meeting.
- e) Director's Goals:
The director distributed a preliminary draft of the goals for 2023 to board members for their review. Goal 1 and Goal 2 were accepted. Goal 3 will be fine-tuned to identify the current number of patrons. (The Director will be emailing trustees this data.) Specifically, the goal is to increase patron email addresses by 10%, the current number of library cards by 5% and the number of patron visits to the library by 5%.
- f) 50 ILCS 70/Decennial Committees on Local Government Efficiency Act: See Decennial Committee Meeting Minutes. The next meeting will be September 19, 2023
- g) Paid Leave for Workers Act: The Director will be attending a IHLS meeting on this topic.

New Business:

- a) Annual Report (IPLAR) Review: The Director is completing this document.
 - i) Secretaries Audit: Completed and Verified by Brown & Galloway
 - ii) Certification: Completed by the Director, President Kucharski & Secretary Wachter
- b) Annual Report of Receipts and Disbursements (Treasurer's Report): The report was completed and signed. The Director will file the report with the Williamson County Clerk.
- c) The Director shared an update concerning her father's health.

Closed Session: There was no closed session.

Adjournment: Brown made a motion to adjourn at 7:27 p.m.. Barker seconded. Motion carried.