

**Crab Orchard Public Library  
Board of Trustees  
Regular Meeting  
December 19, 2023**

**Call to Order:** President Bonnie Kucharski called the Board of Trustees Regular Meeting to order at 6:00 p.m. Trustees present were Kucharski, Amanda Barker, Maria Brown, and Fran Wachter. Library Director, Erin Steinsultz was also present. Trustees Anita Biver, Jennifer Galloway, and Susan Rolf were absent.

**Public Comment:** There were no public comments.

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

**Communications:** A letter was shared from First Southern Bank concerning their policy on fraud.

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

**Financial Report:** The financial report was approved and is ready for audit. President Kucharski held a roll call vote to approve paying \$25,000 to the SIU Credit Union toward the outstanding \$45,000 loan. Ayes were unanimous.

**Payment of Bills:**

<b><u>Invoice</u></b>	<b><u>Dollar Amount</u></b>
Visa: Supplies, Postage, Subscriptions, Misc. Materials	\$483.37
Hoopla: Digital Materials for November	\$599.13
Amazon: Supplies, Books, DVDs	\$432.06
Lazerware: Leasing and Maintenance	\$551.98
Baker & Taylor: Adult & Children Books	\$1,003.30

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

**Unfinished Business:**

- a) Programming: Stephanie Mall submitted her program report for November 2023. Additionally, calendar events for January were distributed.

- b) Library District Demographics and Statistics: The Director has been researching information available from the Illinois School Report Cards for Marion Community School District # 2 and Crab Orchard School District #3.
- c) Bookmobile Update:
  - i) Lisa Johnson submitted her report. The need to use technology to verify the validity of a patron's library card was discussed. It was also suggested that the Williamson County Programs on Aging office be contacted to help identify potential homebound patrons. The need to promote the Bookmobile at Crab Orchard School was also addressed.
- d) Policy Manual Revisions: The revisions to III.12 Performance Evaluation Policy and III.13 Employee Leave Policies were distributed.
- e) Paid Leave for Workers Act: COPLD is in complete compliance with the new 2024 Illinois law.
- f) Per Capita required reviews: COPLD is in complete compliance with all necessary requirements.

**New Business:**

- a) Twice annual review of Minutes: Barker completed the review of the minutes.
- b) Interlibrary Loan and Reciprocal Borrowing Statistical Survey (ILL Traffic Survey) The Director has completed and submitted this survey.
- c) Annual Financial Report (Comptroller's Report): Snider McCree completed the COPLD FY 2023 Report to the State of Illinois Comptroller. President Kucharski held a roll call vote for its approval. Ayes were unanimous.
- d) Other: The Director will be attending a webinar regarding grant opportunities, both mini grants and matching grants, that the state of Illinois will be making available in the near future.

**Closed Session:** No closed session was held.

**Adjournment:** Barker made the motion to adjourn at 7:01 p.m. Brown seconded. Motion carried.

