

**Crab Orchard Public Library
Board of Trustees
Regular Meeting
October 17, 2023**

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

Public Comment: There was no public comment.

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

Communications: There were no communications received.

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

Financial Report: The financial report was approved and is ready for audit. A motion was made by Brown to close the savings account at First Southern Bank and to transfer all such funds to the SIU Credit Union checking account. When the delayed tax disbursement is received, a new savings account will be opened at SIUCU and the savings fund will be reestablished. Barker seconded. Motion carried.

Payment of Bills:

<u>Invoice</u>	<u>Dollar Amount</u>
Leonardo Music for Halloween Bash	\$395.00

Rolf made a motion to approve the payment. Galloway seconded. Motion passed.

Unfinished Business:

- a. Programming: A written report was submitted. In addition, remaining October and future November activities were highlighted.
- b. Library District Demographics and Statistics: No new updates.
- c. Bookmobile Update: See submitted report. Custodial parents will be required to complete the application. Physical addresses will determine which library card a patron may receive.

- d. Policy Manual Revisions:
 - i) Homebound Delivery Policy and Application: Changes to the draft are being finalized.
- e. Paid Leave for Workers Act: Policy amendments will continue to be worked on.
- f. Director's Goals: The Director will be emailing the trustees her Goal 3 revisions before the November meeting.

New Business:

- a. Library Finances
 - i) Tax disbursement updates: The Williamson County property tax first installment will be due October 23, 2023. The library's first disbursement should be received before the end of November.
 - ii) Tax anticipation warrant update (loan): The tax anticipation warrant loan for \$45,000 has been approved and will be directly deposited in the SIU Credit Union checking account.
- b. Other: Decennial Committee: A motion was made by Susan Rolf to approve the minutes of the September meeting of the Decennial Committee. Brown seconded. Motion passed. The Director will email the Crab Orchard Public Library Decennial Committee's final report to the county.

Closed Session: There was no closed session.

Adjournment: Rolf made the motion to adjourn at 7:02 p.m. Barker seconded. Motion carried.