

**Crab Orchard Public Library**

**Board of Trustees**

**Regular Meeting**

**October 15, 2024**

**Call to Order:** The Regular Meeting of the Crab Orchard Public Library Board of Trustees was called to order by President Bonnie Kucharski at 6:01 P.M. Trustees present included Bonnie Kucharski, Amanda Barker, Luke Pond, Susan Rolf, Maria Brown, and Jennifer Galloway. Fran Watcher was absent. Library Director Erin Steinsultz was also in attendance.

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

**Disposition of Minutes from Previous Meeting:** Trustee Susan Rolf moved to approve the minutes of the September 2024 meeting. President Bonnie Kucharski seconded the motion. The motion carried.

**Communications:** The Board acknowledged receipt of gifts from the Illinois Heartland Library System.

**Report of Director:** In addition to the written report, attendance at the “Bluey” event was noted at 50-54 individuals, and 12 individuals participated in the Library Crawl. Director Steinsultz will attend Illinois Heartland Library System meetings throughout the year. The summer reading program grant was not funded. It was noted that changes implemented by Gary Bonds will result in reduced insurance premiums.

**Financial Report:** The Board discussed concerns related to expenses associated with Hoopla. As well as an unanticipated charge due to organic content spillage. The Williamson County Tax disbursement is anticipated to arrive on or around October 28-29, 2024.

**Payment of Bills:** The following invoices for September 2024 were presented for approval:

<u>Invoice for September 2024:</u>	<u>Dollar Amount</u>
Visa:	\$867.55
Hoopla:	\$779.16
Lazerware:	\$369.00
Carpet Masters:	\$897.94

**Snider McCree:**

**\$400.00**

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

**Unfinished Business:**

a.) Hoopla Cost Analysis: The Board reviewed usage statistics for Hoopla, noting adult fiction as the primary category of usage. It was suggested that a daily usage limit be established. Appropriate messaging for communicating the potential daily limit to patrons will be developed.

b.) Lazerware: Given the significant fees associated with Lazerware, the Board recommended an audit of competitive providers to assess if Lazerware remains the optimal choice.

c.) Staff member resignation and duties reassignment: Director Steinsultz is actively seeking a replacement for departing staff member Lindsay. It was resolved to discontinue park visits and instead offer homebound services to the single family that routinely participated in park events.

d.) Friends of the Library: The Board approved a motion to establish a "Friends of the Library" committee. Director Steinsultz will coordinate with patrons to develop the program. Trustee Rolf moved the motion, with Trustee Barker seconding. The motion carried.

e.) Library fundraising: The director will split the ongoing spreadsheet for fundraising between an "in district" category and an "out of district" category for the purpose of soliciting 14000 in funds from businesses in the area.

f.) Advertisement: Trustee Pond will investigate the possibility of securing a billboard advertisement through Dusty's Billboard Company.

**New Business:**

a.) Budget hearing: President Kucharski opened the Budget Hearing at 7:35 P.M. No public comments were submitted.

b.) Budget and Appropriations Ordinance No. 2024-02: President Kucharski moved to approve Budget and Appropriations Ordinance No. 2024-02. A roll call vote was conducted, and the motion carried unanimously.

c.) Process improvement: The Board will explore strategies for enhanced budget planning to address unforeseen expenses proactively.

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

**Adjournment:** Trustee Rolf moved to adjourn the meeting at 7:52 P.M., with Trustee Barker seconding. The motion carried.