

**Crab Orchard Public Library
Board of Trustee
Special Meeting
December 17, 2024**

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

Public Comment: There were no public comments.

Disposition of Minutes from Previous Meeting: Barker made a motion to approve the December 2024 minutes. Rolf seconded. Motion carried.

Communications: Numerous Christmas cards have been received as well as a patron donation for a staff Christmas breakfast.

Report of the Director: In addition to the director's submitted written report, it was noted that a second tax disbursement has been received.

Financial Report: The financial report was reviewed and submitted for audit.

Payment of Bills:

Invoice	Dollar Amount
Baker & Taylor Books: Adult & Childrens Books	\$1,511.32
Visa : Supplies, Subscriptions, Programming	\$1,210.77
Lazerware: Supplies, Leasing & Maintenance	\$ 919.48
Hoopla: Digital Materials	\$ 780.10
Paxton Media Group: Levy Publication Notice	\$ 400.00
Snider, McCree: Monthly billing	\$ 400.00
Amazon: Books, DVDs, & Supplies	\$ 309.36

Barker made a motion to pay bills presented. Rolf seconded. Motion carried.

Unfinished Business:

- a) Programming: Adult crafts have become quite popular. The U of I Cooperative Extension will be leading story hour once a month. The Geri-Fit program will be starting in February.

- b) Bookmobile Update: The portable heater has been a welcome addition to the Bookmobile. Homeschool delivery is well received and appreciated.
- c) Library fundraising: A second Friends of the Library meeting was held.
- d) Tax Disbursement Update: A second disbursement has been received.
- e) Per Capita Grant required reviews: Input needs to be sent to the Director prior to the January 2025 board meeting.
- f) Hoopla Digital services: The Director will be sharing this addition to the Policy Manual at the January meeting.
- g) Facebook Ads: The Director is working on ads and will monitor and review viewership reports. This information will be shared at the January meeting.
- h) Special Reserve Fund: Money Market terms were shared with the board.
- i) Storage Unit: What materials that remain in the storage unit will be removed by this weekend.

New Business:

- a) Payment of Bills: The protocol for bill approval was discussed.
- b) Review of Closure Policy: The Director will be making the revisions to the Library Closure Policy that were discussed. Additionally, revisions will be made to the PTO policy and both will be presented at the January meeting.
- c) Review Job Descriptions: The Director will be updating the Program Coordinator Description and creating a new job description for an Outreach Coordinator. These will be presented to the board next month.
- d) Budget, specifically Programming and Supplies budget: The Program Coordinator will be aware of the annual budget for programming and make plans and purchases within its restraints.

Closed Session: No closed session was held.

Adjournment: Barker made the motion to adjourn at 7:38 p.m. Rolf seconded. Motion carried.