

**Crab Orchard Public Library  
Board of Trustees  
Regular Meeting  
November 19, 2024**

**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, Jennifer Galloway, Luke Pond, Susan Rolf, and Fran Wachter. Trustee Maria Brown was absent. Director Erin Steinsultz and Program Coordinator Lindsay Willmore were also in attendance.

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

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

**Communications:** None received.

**Report of the Director:** In addition to the Director's written report, WSIU filmed a segment about our library to be aired in a future program about libraries in Illinois.

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

**Payment of Bills:**

<b>Invoice for July 2024</b>	<b>Dollar Amount</b>
Visa: Supplies, Van Maintenance, Programming & Subscriptions	\$1,201.80
MidAmerica Books: Children's Books	\$1,112.27
IHLS: SHARE 2nd Qtr fees & cataloging fees	\$1,517.98
Penworthy Books: Children's Books	\$1,351.85
Hoopla: Digital Materials for October	\$738.67
Lazerware: Leasing, Maintenance & Supplies	\$979.93
Baker & Taylor: Books	\$909.91
Amazon: Books & Supplies	\$324.72
Snider McCree: Monthly Services	\$400.00
Animal Tales/Family Reading Night	\$345.00
Micromarketing: Books	\$433.15
East West Books: Children's Books	\$567.40
LookOut Books: Children's Books	\$476.60

Galloway made a motion to approve payment. Pond seconded. Motion carried.

**Unfinished Business:**

- a) Programming: Program Coordinator, Lindsay Willmore, submitted her written report. She also presented her programming budget for December. The budget proposals will continue on a monthly basis.
- b) Bookmobile Update: The visits to Adams School and Crab Orchard School are well received and have been greatly assisted by the barcode scanner. The homeschool deliveries are also going well with active participation.
- c) Library fundraising: The introductory meeting of the Friends of the Library had low attendance. The Director will be continuing to work on a fundraising plan. As social media is one of our most successful means of promoting the library, the director will be initiating a Facebook ad for COPLD.
- d) Tax Disbursement Update: The first disbursement has been received. Rolf made a motion to transfer the \$33,000 Special Reserve Fund to a Money Market account at the SIU Credit Union. Barker seconded. The motion carried.
- e) Per Capita Grant required reviews: The Director will be emailing the trustees the grant document. Input needs to be sent to the Director prior to the January 2025 board meeting.
- f) Hoopla Digital services: Due to rising costs, the COPL daily limit on Hoopla services is now \$23/day. The Director will be contacting Hoopla with this capstop as well as drafting this addition to the Policy Manual.

**New Business:**

- a) Lazerware, Inc services and alternative IT services: Information from Lazerware's representative, CDS Office technologies, and Snapcom were distributed.
- b) Draft Of Ordinance number 2024-03, an ordinance establishing the library district's tax levy: Notice will be printed in the newspaper.
- c) Set date for Tax Hearing: The Tax Hearing is set for Tuesday, December 3, 2024 at 6:00 p.m.
- d) Ordinance number 2024-04, an ordinance establishing the 2025 meeting dates of the library's Board of Trustees: Pond made a motion for the library Board of Trustees meetings to be held the third Tuesday of each month. Barker seconded. Motion carried.
- e) 2025 Library Holidays: Rolf made a motion to accept the dates of the 2025 Library holidays as presented. Barker seconded. Motion passed.
- f) Employee Holiday Bonuses: Bonuses will be added to the employees next pay check.

g) Other:

- Billboard: Pros & Cons of utilizing a billboard for library promotion were discussed.
- Little Free Libraries: The LFL in Creal Springs is having issues with theft. The LFL in Crab Orchard will be having new decals printed.
- E-RATE: The contract will be coming up for renewal next year. It was decided that continuing with Clearwave would be the best option.
- Blessing Boxes: The Director will be contacting the local churches about the status of their Blessing Boxes and if the library might have an opportunity to assist the needs of the community.

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

**Adjournment:** Barker made the motion to adjourn at 7:50 p.m. Rolf seconded. Motion carried.