

**Crab Orchard Public Library
Board of Trustee
January 21, 2025 Meeting**

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, 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 Special Meeting 2024 minutes. Galloway seconded. Motion carried.

Communications: IHLS (IL Heartland Library System) sent a letter encouraging library trustees to run for the IHLS Board of Directors.

Report of the Director:

- The Library Director reported that the library had the largest circulation to date.
- The Library Director has submitted a grant app to Better World Books for \$1000.00

Financial Report: The financial report was reviewed and approved with not questions or comments.

Payment of Bills:

<u>Invoice</u>	<u>Dollar Amount</u>
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Pond made a motion to pay bills presented. Barker seconded. Motion carried.

Unfinished Business:

- a) Programming: No special programming for this month
- b) Bookmobile Update: Not mobile book update.
- c) Library fundraising: Friends of the library created a brochure of bylaws .
- d) Tax Disbursement Update: No new tax disbursements

New Business:

- e) Hoopla digital services: Individual price restrictions will be taken off. A daily limit of \$23.00 will be instituted. The employee manual was updated with a script on explaining the library's Hoopla policy to library patrons.

- f) Facebook Ads: The library spent \$19 on Facebook ads. The ads received 14.5K views/409 users interacted with the ad content
- g) Instagrams Ads: Instagram Ads had 42 view and 1 interaction
- h) The Board discussed ways to get youth in the community interested in the library. Some ideas included:
 - The school Beta Club (the beta club must have volunteer hours)
 - Youth Book Club (Coordinated with the local school)
 - Exhibition of student art or art contests
- i) Board discussed the process of bill approval
 - A authority to spend policy was discussed
 - Eldorado library's policy was discussed

The agreed upon proposal is for Erin to submit a statement of how much she believes she will spend in future months. Amount to be approved before it is spent. Erin will give the future spending statement to the board each month.
- j) Library closure policy and inclement weather policy was changed. An hours of operations statement was added. Updated hours on Sat. 11:00-2:00. Motion to make changes to the library hours and inclement weather policy made by Barker and seconded by Pond
- k) Motion to make a line item change to the employee leave policy made by Pond and seconded by Barker
- l) Outreach program services staff will be paid an additional \$25 a week for financial incentive. Motion to approve by Galloway and seconded by Pond.
- m) Per capita draft application grant is completed
- n) Twice annual review of minutes:
 - All minutes accounted for
 - Motion to accept audit of minutes made by Barker, seconded by Pond
- o) Motion to keep closed minutes closed made by Barker, seconded by Pond
- p) Motion to accept Maria Brown resignation made by Barker, seconded by Galloway
- q) Motion to appoint Luke Pond as the Library Board Treasurer made by Barker, seconded by Galloway
- r) Motion to accept Amanda Barker resignation make by Galloway, seconded by Pond
- s) Motion to appoint new library board members Tiffany Huff and Caroling Hoffman made by Galloway, seconded by Pond

For Next Meeting:

- Annual Financial Report

- Completed, Fran will take it to get it notarized

Closed Session: No closed session was held.

Adjournment: Barker made the motion to adjourn at 7:43 p.m. Pond seconded.
Motion carried.