

**Crab Orchard Public Library
Board of Trustees
Regular Meeting
September 23, 2025**

Call to Order: President Bonnie Kucharski called the Board of Trustees Regular Meeting to order at 5:35 p.m. Trustees present were Kucharski, Jennifer Galloway, Carolyn Hoffman, Tiffany Huff, Luke Pond, Susan Rolf, and Fran Wachter. Director Samantha Ralston was also present.

Public Comment: No public comment.

Disposition of Minutes from Previous Meeting: Rolf made a motion to approve the August 2025 minutes. Huff seconded. Motion carried.

Communications: Information was received from the Williamson County Clerk regarding tax disbursements the library will be receiving this fall. The Director will be contacting their office for dollar amount clarification. The Building Grant available through the state is now accepting applications. The Director needs to locate the previously drafted plans for an addition to the existing library structure.

Director's Report: The Director provided an outline of her goals for evaluation, in addition to her monthly written report. These goals will be fine-tuned and edited to the "SMART" standards of performance.

Financial Report: The financial report was approved and will be submitted for audit.

Payment of Bills:

<u>Invoice</u>	<u>Dollar Amount</u>
Snider McCree: Monthly accounting service	\$400.00
Clearwave: Internet	\$445.30
Lazerware: Computer Lease & Maintenance	\$640.38
Hoopla: Digital Materials	\$705.58

Rolf made a motion to approve payment. Hoffman seconded. Motion carried.

Review Days & Dates Packet: The last day to adopt a levy ordinance which incorporates budget and appropriation ordinance is December 2, 2025. The levy ordinance will be published within the next two weeks. Snider McCree will be responsible for the Annual Fiscal Report. This must be submitted by December 27 with the Comptroller and County Clerk.

Unfinished Business:

- a) Budget & Appropriation Approval: President Kucharski called for a roll call vote to approve the FY 25-26 Budget. The Ayes were unanimous.
- b) Program Coordinator Report/Outreach Van Updates: School participation continues to be successful. Adams School has had a record number of student library cards issued. Park visits are being reevaluated due to lack of attendance and predicted inclement weather. The Program Coordinator is developing a written procedural guideline document for the Outreach Van.

New Business:

- a) Staff Evaluation: The Program Coordinator's 90 day evaluation was completed.
- b) Library Clerk Proposal: The Director will be hiring a new part time clerk in the near future.
- c) Employee Holiday Bonus: Approval was given to the Director to distribute Holiday Bonuses.
- d) October Programming Expectations: The Director requested donations of candy to be distributed at the Wonder Water Reunion Parade in Creal Springs and the Halloween Bash at the Pittsburg City Hall. Candy donations need to be delivered to the library no later than October 10. Additionally, Books, Baked Goods, and items for Silent Auction are needed for the Autumn Book & Bake Sale on October 25th. Please deliver any and all donations by October 24th. Food handling regulations were distributed.

Closed Session: There was no closed session.

Adjournment: Rolf made a motion to adjourn at 6:43 p.m. Galloway seconded. The motion carried.