

Du Quoin Public Library Board of Trustees Minutes
February 9, 2015

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on February 9, 2015, at 6:30 p.m. in the Du Quoin Public Library located at 28 S. Washington Street, Du Quoin, IL.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:

Larry Underwood led the board/staff in the "Pledge of Allegiance to the Flag" following the president's call to order.

ATTENDANCE

Roll call was collected by Barbara Croessman.

Members present: Sarah Doerner, Carol Downs (7:05 p.m.), Leanna Leek, Larry Underwood, and Joy Upton.

Members absent: Gail Dakota and Josh Gross

Library staff present: Kristina Benson and Barbara Croessman

Guests present: Joyce Calvert

Following roll call, the oath of office was given to those present.

FINANCIAL REPORT:

A motion to accept the January 2015 City Financial Report subject to audit was made by Sarah Doerner and seconded by Leanna Leek. Motion approved.

A motion to pay the bills for February 2015 was made by Leanna Leek and seconded by Sarah Doerner. Motion approved.

LIBRARIAN'S REPORT:

Kristina Benson, Library Director, distributed her monthly report for January 2015. (See report for details). This was reviewed with the board and Kristina noted the following points of interest:

Grants & Donations

-The library received \$7636.25 from the FY2014 Per Capita grant and has started spending money from the grant.

-E-Rate form 471 is open for the library and the Clearwave contract is included in the packet. Kristina is looking at upgrading the library's firewall, Wi-Fi, and offsetting the cost of the maintenance contract.

-The library was not approved for a 3-D printer.

Events & Outreach

-The Food for Thought Book Club will review "The Monogram Murders" by Agatha Christie on February 17 at 6:30 p.m. One person was in attendance at January's book club.

- On Thursday, January 22, there were three people at the Crock-Pot Recipe Exchange.
- Story times at 2:00 p.m. on Saturdays will continue. There were 13 children attending story time in January.
- The library hosted two Girl Scout Troop tours. Mayor Rex Duncan explained about local government that helped fulfill their government badge requirement.
- The library welcomed the Head Start class on January 15. Reading time and an indoor snowball fight was held for the 16 preschoolers attending.
- February events include 'Chocolate Tasting' for adults on February 19 at 6:00 p.m. and John A. Logan Family Literacy will present the 'Wow! Science Show' on Tuesday, February 24, at 6:00 p.m.

Changes & News

- The library has experienced some connection issues with Polaris recently.
- The library has federal and state tax forms available, but has not received the instruction booklets.
- Kristina is working on her continuing education hours in cataloging. She currently has 8 out of the 15 that are required.

Volunteers

- High school volunteers continue to work with the new scanner for the Robert Morefield project.

Upcoming Goals & Due Dates

- Upcoming goals and completed assignments include: submitting the IPLAR report due by February 28; filing the E-Rate Form 471; renewing the Clearwave contract; rebuilding the library's website; working on inventory; preparing for the summer reading program, National Library Week, and an amnesty week; and working with Pam Collins for a Family Literacy/Penny Severns grant.

Following the librarian's report, board trustee member, Carol Downs, was administered the oath of office.

APPROVAL OF MINUTES:

The minutes of the January 12, 2015, meeting of the Du Quoin Public Library were reviewed. A motion to approve the minutes for the January 2015 meeting as written was made by Sarah Doerner and seconded by Leanna Leek. The minutes will be filed as printed.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood presented Kristina with several grant possibilities.

PERSONNEL: None

POLICY: The following statements will be added to the policy manual: fines under \$10 will be waived for settling accounts of deceased patrons and a letter of resignation from the board should be given to the library board of trustees and the mayor stating the date of resignation.

BUILDING AND GROUNDS: The electrical pole has been installed by Elessar Electric of Du Quoin. Also, the library board and staff extended their appreciation to Dean Knight for his custodial care of the library.

LONG RANGE PLANNING: None

PUBLICITY AND PROMOTIONS: Sarah Doerner discussed plans for 'Read Across America' to celebrate Dr. Seuss's birthday on March 2 and National Library Week in April.

GENEALOGY COMMITTEE: Leanna Leek reminded members to view the memorial tree on the wall in the genealogy area.

OLD BUSINESS:

The election of officers to the Du Quoin Public Library Board of Trustees was held.

A motion to retain Joy Upton as president was made by Carol Downs and seconded by Leanna Leek. Motion approved.

A motion to retain Sarah Doerner as vice president was made by Carol Downs and seconded by Larry Underwood. Motion approved.

A motion to retain Josh Gross as treasurer was made by Larry Underwood and seconded by Sarah Doerner. Motion approved.

A motion to retain Leanna Leek as secretary was made by Sarah Doerner and seconded by Carol Downs. Motion approved.

The review and appointment of committees was held. The following committee chairs are:

Finance Committee-Josh Gross

Grants Committee-Larry Underwood

Personnel-Leanna Leek

Policy -Gail Durkota

Building and Grounds-Betty Eastman
Long Range Planning- Carol Downs & Joyce Calvert
Publicity and Promotions-Sarah Doerner
Genealogy Committee-Joy Upton & Leanna Leek

NEW BUSINESS:

In new business, president Joy Upton thanked library director, Kristina Benson, for purchasing the floral arrangement for the library staff and board of trustees in honor of Charles Swinney. Mr. Swinney had served on the library board since May of 1993.

A motion was made by Larry Underwood that the first leaf on the memorial tree be dedicated to Charles Swinney. Sarah Doerner seconded the motion. Motion approved.

A motion was made by Joyce Calvert that the library continue with Clearwave for Direct Internet Access. Larry Underwood seconded the motion. Motion approved.

Larry Underwood also thanked head librarian, Kristina Benson, for all her continued hard work.

ADJOURNMENT:

The meeting adjourned at 8:00 p.m. The next meeting is scheduled for Monday, March 9, at 6:30 p.m.

Respectfully submitted,

Barbara Croessman