

Du Quoin Public Library Board of Trustees Minutes  
January 12, 2015

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on January 12, 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:  
Barbara Croessman 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, Gail Durkota, Leanna Leek, and Joy Upton.

Members absent: Josh Gross, Charles Swinney, and Larry Underwood

Library staff present: Kristina Benson and Barbara Croessman

Guests present: None

APPROVAL OF MINUTES:

The minutes of the December 8, 2014, meeting of the Du Quoin Public Library were reviewed. A motion to approve the minutes for the December 2014 meeting as corrected (with Gail Durkota marked absent at the meeting) was made by Sarah Doerner and seconded by Leanna Leek. The minutes will be filed as printed.

FINANCIAL REPORT:

A motion to accept the December 2014 City Financial Report with notations and subject to audit was made by Carol Downs and seconded by Sarah Doerner. Motion approved.

A motion to pay the bills for January 2015 was made by Gail Durkota and seconded by Leanna Leek. Motion approved.

LIBRARIAN'S REPORT:

Kristina Benson, Library Director, distributed her monthly report for July 2014. (See report for details). This was reviewed with the board and Kristina noted the following points of interest:

- The library received \$7636.25 from the FY2014 Per Capita grant.
- E-Rate form 470 has been filed. The library is receiving bids from Internet Services, and Clearwave has asked about signing a new contract. The Clearwave contract will be part of February's board packet.
- Upon request, the Food for Thought Book Club will review "Mr. Churchill's

Secretary” by Susan Ella MacNeal. Scones from Baked by Gene will be served.

-On Thursday, January 22, the library will host a Crock-Pot Recipe Exchange.

-Story times on Saturdays and computer tutor sessions will continue this year.

-The library will closed on Monday, January 9, in observance of Martin Luther King, Jr. Day.

-The Polaris upgrade on December 26 went well. Kristina requested that the limit on holds for patron accounts be adjusted from 3 to 6.

-The library will receive a limited amount of federal income tax forms and booklets this year. The State of Illinois will not be printing or distributing tax forms. The library staff will print forms for patrons for the price of 25 cents per page.

-A patron received medical assistance after the caregiver phoned 911.

-City police officers asked a patron to leave after a decision was made based upon staff and patron safety.

-High school volunteers are working with the new scanner for the Robert Morefield project.

-Upcoming goals and completed assignments include: submitting the IPLAR report due on March 1; filing the E-Rate Form 471 on February 4; reviewing the Clearwave contract; completing the inventory and cataloging webinar; and working on the library’s website.

-Tasks completed include: filing the E-Rate Form 470; filing for the annual library certification on January 8; finishing the library shift; completing the annual magazine purge; ordering checks for the new Illinois Funds Account so that money collected from the credit card machine can be transferred into the monthly operating account; and rebranding the seed catalog in the library.

#### STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: None

PERSONNEL: None

POLICY: None

BUILDING AND GROUNDS: None

LONG RANGE PLANNING: None

PUBLICITY AND PROMOTIONS: None

GENEALOGY COMMITTEE: None

OLD BUSINESS:

A motion to accept the bid from Elessar Electric of Du Quoin for the installation of a power pole was made by Sarah Doerner and seconded by Leanna Leek. Motion approved.

Kristina will continue to inquire about a wheelchair donation for the library.

NEW BUSINESS:

In new business, it was decided to postpone the 2015 election of board offices and the 2015 selection of special committees until the February meeting.

A motion was made by Gail Durkota that fines under \$10 will be waived for settling accounts for a deceased patron. Sarah Doerner seconded the motion. Motion approved.

A motion was made by Gail Durkota that a written letter of resignation from the board should be submitted to the mayor and the library board of trustees and include the date of resignation. Carol Downs seconded the motion. Motion approved.

ADJOURNMENT:

The meeting adjourned at 7:20 p.m. The next meeting is scheduled for Monday, February 9, at 6:30 p.m.

Respectfully submitted,

Barbara Croessman