

## **Du Quoin Public Library Board of Trustees Minutes**

The Du Quoin Public Library Board of Trustees April 13, 2015 meeting was called to order by President Joy Upton at 6:30 p.m. in the Du Quoin Public Library, located at 29 S. Washington Street, Du Quoin, IL.

**PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:** President Upton led the board and staff in the “Pledge of Allegiance to the Flag” following by her call to order.

**ATTENDANCE:** Roll call was collected by Leanna Leek.

**Members Present:** Joyce Calvert, Sarah Doerner, Betty Eastman, Leanna Leek, Larry Underwood, and Joy Upton.

**Members Absent:** Josh Gross, Carol Downs, and Gail Durkota.

**Library Staff present:** Kristina Benson

**Guests Present:** None

**ANNOUNCEMENTS:** None

**APPROVAL OF MINUTES:** Minutes were read from March 9, 2015 meeting with no corrections necessary.

**FINANCIAL REPORT:** Motion to accept the March 2015 City Financial Report subject to audit was made by Sarah Doerner and seconded by Joyce Calvert.

**ROLL CALL:** Joyce Calvert-Yes; Sarah Doerner-Yes; Betty Eastman-Yes; Leanna Leek-Yes; Larry Underwood-Yes; Joy Upton-Yes.

Motion approved.

Motion to pay the bills for April 2015 was made by Larry Underwood and seconded by **Sarah Doerner.**

**ROLL CALL:** Joyce Calvert-Yes; Sarah Doerner-Yes; Betty Eastman-Yes; Leanna Leek-Yes; Larry Underwood-Yes; Joy Upton-Yes.

Motion approved.

**LIBRARIAN’S REPORT:** Kristina discussed various Summer Reading Program ideas which included a Super Heroes Week, Historical Week, Minecraft Week, and a Disney Princess Week. Other topics mentioned included:

FY 2015 Per Capita (currently encumbered = \$5,641.00  
E-Rate File Form 471 was filed on March 23<sup>rd</sup>.  
Summer Reading Program might be funded by Ms. Pittsford's \$1,000 donation.  
Upcoming Event: National Library Week 12<sup>th</sup>-18<sup>th</sup> of April...Activities held each day.  
Events and Outreach statistics were noted.  
PCI compliance has been reached.  
State funding for library grants is in a precarious position.  
Delivery routes have been adjusted so that the library will receive deliveries four days a week as opposed to three.  
Some new names have been added to the standing author list.  
Volunteers have scanned and tagged the first binder from Mr. Morefield's collection.  
Inventory is proceeding.  
Kristina will convert minutes and agendas to PDF format.  
PCI compliance with Security Metrics and Lazerware due April 3<sup>rd</sup>.

#### **STANDING COMMITTEE REPORTS:**

1. **FINANCE COMMITTEE:** None.
2. **GRANTS COMMITTEE:** Larry is looking for grants to target the mature reader.
3. **PERSONNEL:** None
4. **POLICY:** None
5. **BUILDING AND GROUNDS:** Betty and Kristina picked out lap desks; also, researched a wall cling to honor former board trustees; a carbon monoxide leak was detected by Dean Knight and the problem has been eliminated.
6. **LONG RANGE PLANNING:** None
7. **PUBLICITY AND PROMOTIONS:** None
8. **GENEALOGY:** None

**NEW BUSINESS:** Betty Eastman discussed having local photographers display their work **in the library. Discussion to be continued.**

**OTHER BUSINESS:** A motion was made by Betty Eastman and seconded by Larry Underwood, to purchase a \$50.00 gift card to be donated to Dean Knight in appreciation for his recent efforts in locating the carbon monoxide issue.

**ROLL CALL:** Joyce Calvert-Yes; Sarah Doerner-Yes; Betty Eastman-Yes; Leanna Leek-Yes; Larry Underwood-Yes; Joy Upton-Yes.

Motion approved.

**ADJOURNMENT:** Joy Upton adjourned the meeting at 7:30 p.m.

Leanna Leek, Du Quoin Library Board Secretary