

Du Quoin Public Library Board of Trustees Minutes
June 8, 2015

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on June 8, 2015, at 6:31 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: Joyce Calvert, Sarah Doerner, Carol Downs, Betty Eastman, Leanna Leek, Larry Underwood and Joy Upton.

Members absent: Gail Durkota and Josh Gross

Library staff present: Kristina Benson and Barbara Croessman

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

The minutes, of the May 11, 2015, meeting, were reviewed. A motion to approve the minutes as corrected (with Larry Underwood giving grant proposals to Kristina prior to the board meeting) was made by Sarah Doerner and seconded by Carol Downs. The minutes will be filed as printed.

FINANCIAL REPORT:

A motion to accept the May 2015 City Financial Report subject as printed was made by Larry Underwood and seconded by Joyce Calvert. Motion approved.

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

LIBRARIAN'S REPORT:

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

Grants & Donations

- The deadline for the FY2014 Per Capita grant has been met. The new process will begin in January.
- E-Rate- The library has been awarded the requested amount for 2015-2016 to cover the costs for telecommunications. Also, Form 486 will need to be filed to show that the library's ISP has been completed. Tony from Lazerware

has been working to get everything in place to remove the Illinois Century Network (ICN) as a provider.

Events & Outreach

- There was no one in attendance for the Food for Thought Book Club in May.
- There were five children in attendance for story time in May.
- Events for May include: a Klasic for Kids chamber music performance on Wednesday, June 10, at 10:00 a.m.; partnering with Google for a computer science club; and Joy Upton will discuss DNA in genealogy at the meeting of the Genealogy Society of Southern Illinois on Saturday, June 13, at 1:30 p.m.

Changes & News

- Still expecting that the current delivery routes may be changed back to the original delivery schedule. The Du Quoin hub is short of four drivers and is looking for part-time workers.
- New board trustees and a designated OMA/FOIA officer are to complete the Open Meetings Act training that is located on the Illinois Attorney General's website.
- Mayor Alongi is working on the trustee reappointments this month.
- Vinyl clings should arrive this month to honor trustees.
- Price options for the photography display area keep coming.
- The road construction has affected our circulation numbers this month.
- The Plinkit website is slowly disappearing with changes being added to the library's new website.
- SAM computer system was updated.

Upcoming Goals & Due Dates

- Upcoming goals and completed assignments include: Kristina completing 15 hours of cataloging education by the end of June; doing inventory and searching for lost books; preparing for the summer reading program (14 children have already registered); completing the OMA/FOIA annual training; reviewing annual magazine invoice; scanning Mr. Morefield's second binder of photos; making the website OMA compliant and updating the other sections; and making arrangements with staff while Kristina is on vacation from June 15-19.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood reported grants are becoming scarce. He is looking at grants for the second half of 2015 and for beginning of 2016.

PERSONNEL: Leanna Leek announced the discussion of personnel during executive session.

POLICY: None

BUILDING AND GROUNDS: Betty Eastman will contact Jean Ellen Bullock on advice for photography display area.

LONG RANGE PLANNING: Kristina will set up a meeting time with Joyce and Carol to review mission statement, long-range goals, and service priorities.

PUBLICITY AND PROMOTIONS: Sarah Doerner reported that she is actively promoting the summer reading program.

GENEALOGY COMMITTEE: None

OLD BUSINESS:

In old business, Kristina went over the email addresses with trustees and offered assistance with setting up their accounts.

Kristina described the events scheduled for the children's summer reading program in July.

Kristina mentioned she will need photos of the trustees for the new website.

NEW BUSINESS:

In new business, Kristina reported the library is participating in Western Egyptian's food drive for Perry County. The library will forgive book fees for patrons making a donation on June 10 and June 24 from noon to 1:00 p.m. and 3:00 to 4:00 p.m.

The board asked Kristina to look at pricing for a surveillance system in the library.

EXECUTIVE SESSION:

A motion to enter into executive session was made by Carol Downs and seconded by Larry Underwood.

A motion was made by Joyce Calvert and seconded by Sarah Doerner to give a Christmas in July bonus of \$100 to Kristina Benson and \$50 to Sally Cook and Barbara Croessman. Motion approved.

The executive session ended at 7:45 p.m. upon unanimous approval of all board members present.

Returned to open session meeting at 7:46 p.m.

ADJOURNMENT:

President Joy Upton adjourned the meeting at 7:50 p.m. The next meeting is scheduled for Monday, July 13, at 6:30 p.m.

Respectfully submitted,

Barbara Croessman