

Du Quoin Public Library Board of Trustees Minutes
May 11, 2015

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on May 11, 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:

President Joy Upton led the board/staff in the "Pledge of Allegiance to the Flag" following the call to order.

ATTENDANCE

Roll call was collected by Barbara Croessman.

Members present: Joyce Calvert (6:45 p.m.), Sarah Doerner, Carol Downs, Gail Durkota, Josh Gross (6:35 p.m.), Leanna Leek, and Joy Upton.

Members absent: Betty Eastman and Larry Underwood

Library staff present: Kristina Benson and Barbara Croessman

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

A motion to approve the minutes for April 13, 2015, as written was made by Sarah Doerner and seconded by Leanna Leek. The minutes will be filed as printed.

FINANCIAL REPORT:

A motion to accept the April 2015 City Financial Report subject to audit was made by Josh Gross and seconded by Gail Durkota. Motion approved.

A motion to pay the bills for May 2015 was made by Josh Gross and seconded by Leanna Leek. Motion approved.

LIBRARIAN'S REPORT:

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

Grants & Donations

-A breakdown of expenses from the FY2014 Per Capita grant of \$7636.25 was given: ProQuest -\$2,341; OverDrive- \$3,000; Personnel- \$890; and Baker & Taylor =\$276.70. The remaining \$1,128.55 will be spent on adult materials.

-E-Rate sent a notice to file the FCC Form 471 that will fund the library's Category One expenses for the upcoming year.

-Ms. Thelma Pettiford's \$1,000 donation will be used for this year's summer reading program with \$400 for prizes, \$300 for the community movie, and \$300 for supplies.

Events & Outreach

- There was no one in attendance for the Food for Thought Book Club.
- There were three in attendance for story time in April.
- There were around 60 in attendance to see magicians Chris Egelston and Richard Landry.
- In May, there will be story time, the Food for Thought Book Club, and the library will be closed on Monday, May 25, in observance of Memorial Day.

Changes & News

- The delivery routes that were adjusted 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.

Volunteers

- Seniors Marissa Ferguson, Miranda Kish, and Kaylee Armstrong will receive personnel book stands to thank them for their volunteer hours.

Upcoming Goals & Due Dates

- Upcoming goals and completed assignments include: working on pictures for the website; doing inventory and searching for lost books; preparing for the summer reading program; converting the board minutes and agendas to PDF format; ordering and processing materials from the per capita grant; and cataloging continuing education.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood gave Kristina a packet of grant information.

PERSONNEL: None

POLICY: None

BUILDING AND GROUNDS: None

LONG RANGE PLANNING: None

PUBLICITY AND PROMOTIONS: Sarah Doerner reported that the Chris Egelston event was well attended and thanked John Croessman for the newspaper's coverage of activities for the library.

GENEALOGY COMMITTEE: None

OLD BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A motion to continue charging the \$30 non-resident library card fee was made by Sarah Doerner and seconded by Carol Downs. Motion approved.

A motion to establish email addresses for the board of trustees was made by Joyce Calvert and seconded by Sarah Doerner. Motion approved.

In other new business, Kristina presented to the board a calendar of this year's summer reading program, "Every Hero Has a Story." She went over the events for each week in July. Kristina will purchase books for prizes from the Scholastic Book Fair to be held in Marion on May 12.

OTHER BUSINESS:

Josh Gross announced his resignation from the library board of trustees.

ADJOURNMENT:

The meeting adjourned at 7:20 p.m. The next meeting is scheduled for Monday, June 8, at 6:30 p.m.

Respectfully submitted,

Barbara Croessman