

**Du Quoin Public Library Board of Trustees Minutes  
July 13, 2015**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on July 13, 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:**

Joy Upton 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 Leanna Leek.

Members present: Sarah Doerner, Carol Downs, Gail Durkota, Betty Eastman, Leanna Leek, Larry Underwood and Joy Upton.

Members absent: Joyce Calvert

Library staff present: Kristina Benson and Barbara Croessman (6:45 p.m.)

Guests present: None

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes, of the June 8, 2015, meeting, were reviewed. A motion to approve the minutes was made by Sarah Doerner and seconded by Larry Underwood. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the June 2015 City Financial Report subject as printed was made by Carol Downs and seconded by Betty Eastman. Motion approved.

A motion to pay the bills for July 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 June 2015. (See report for details). This was reviewed with the board and Kristina noted the following points of interest:

**Grants & Donations**

-The FY 2016 per capita grant will require the staff to review Chapter 5 "Technology in Serving Our Public". Items to be discussed at upcoming meetings include how library funds are used for educational programs and training opportunities and how the library fosters resource sharing

-The E-rate grant is finished. Kristina will notify the provider in order to have this year's funding applied when the Clearwave discounts run out.

### **Events & Outreach**

-The 'Klassic for Kids' chamber music performance on June 10 was a success. However, there was very little participation in the 'Food for Fines' event with Western Egyptian. The library plans to take part in both events again next year.

### **Changes & News**

- Internet speed and change to Clearwave for direct access is finished.
- Those trustees who are going to be signatories will need to give Tami the personal information required. Once everything is current, the cost of the wireless chairs needs to be taken off the reverse account and put into the operating fund.
- Mr. Charles Novak, interim budget and finance director for the City of Du Quoin, has asked for clarification of the library's multiple bank accounts.
- A method to display quilts affordably is being researched.
- Vinyl clings should arrive to honor trustees.
- A changing table was installed in the women's restroom.
- Filter settings are now set at a default.

### **Upcoming Goals & Completed Assignments:**

- Kristina has obtained 17 hours of continuing education in cataloging.
- Inventory and searching for lost books will resume after the summer reading program is over.
- The ILLINET survey has not been available for completion.

### **STANDING COMMITTEE REPORTS:**

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** Larry Underwood reported he has discovered a new list of grants and will keep the board up to date on his findings.

**PERSONNEL:** Leanna Leek discussed revising the current evaluation form.

**POLICY:** None

**BUILDING AND GROUNDS:** Betty Eastman met with Kristina and Jean Ellen Bullock concerning the photo gallery. They discussed using a snap rail system that will be placed above the new books' section in the library. Photos submitted for display will be put in black frames with white mattes, and the finished product cannot be larger than 16 x 20. The committee will write a policy for approval of photos that will be displayed.

**LONG RANGE PLANNING:** Kristina will set up a meeting time with Joyce and Carol on Friday, July 17, to review the library's mission statement and service priorities.

**PUBLICITY AND PROMOTIONS:** Sarah Doerner reported on the following upcoming events for the library: library card and sign up month in September; teen read week and Friends of Libraries week in October; and picture book month in November.

**GENEALOGY COMMITTEE:** None

**OLD BUSINESS:**

In old business, Kristina reported that there are 92 children registered for the summer reading program. There has been 104 hours of reading reported so far.

Kristina offered to help trustees individually with email addresses for the website.

President Upton asked trustees to read over comments from other librarians concerning the usage of security cameras in their facilities.

**NEW BUSINESS:**

In new business, Leanna Leek administered the oath of office to new library trustee, Pat Ferrari.

A motion to elect Pat Ferrari as treasurer was made by Carol Downs and seconded by Gail Durkota. Motion carried.

**ADJOURNMENT:**

President Joy Upton adjourned the meeting at 8:02 p.m. The next meeting is scheduled for Monday, August 10, at 6:30 p.m.

Respectfully submitted,

Barbara Croessman