

**Du Quoin Public Library Board of Trustees Minutes
September 14, 2015**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on September 14, 2015, at 6:28 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, Gail Durkota, Betty Eastman, Pat Ferrari, Leanna Leek, Larry Underwood and Joy Upton.

Members absent: None

Library staff present: Kristina Benson and Barbara Croessman

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

The minutes, of August 10, 2015, meeting, were reviewed. A motion to approve the minutes as written was made by Pat Ferrari and seconded by Sarah Doerner. The minutes will be filed as printed.

FINANCIAL REPORT:

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

A motion to pay the bills for September 2015 was made by Sarah Doerner and seconded by Gail Durkota. Motion approved.

LIBRARIAN'S REPORT:

Kristina Benson, Library Director, distributed her monthly report for August 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 FY 2016 Per Capita Grant is January 15, 2016. Kristina will attend a webinar on Tuesday, September 14, for the grant. The library staff will review and report on progress in meeting Chapter 5, "Technology," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.

- Kristina notified Clearwave to apply credits to upcoming bills. This should be the only month the library will receive charges.

-A request for the library to host guest speaker Dennis Stroughmatt from the Illinois Humanities Council needs to be scheduled and completed after October 31. His

presentation will be "Illinois Creoles, French Canadians, & Louisiana Cajuns and their Fiddling,"

-Mr. Underwood found a grant whereas the library can ask for a free three in one printer from Epson that will provide color copies.

-Kristina will meet with the master gardeners to discuss a small grant for an outside story area based upon the book "*Blueberries for Sal*."

-Kristina will submit a photo for the "Sisters in Crime Photo" drawing. Each month a photo is drawn with winners receiving \$1,000 to purchase mystery books.

Events & Outreach

-Family Reading Night is tentatively scheduled for November 19. This year's theme will be "Camp Out with a Good Book."

Planning for the event will begin this month.

-Kristina is working with a group of middle school boys after school to provide them with a more productive use of computers than playing online games.

-Pam Collins wants to continue the JALC Family Literacy partnership with the library. However there may not be as many events at the library due to the state's budget situation.

Changes & News

-Dean Knight is working on the new bicycle parking space on the south side of the library.

-The authorized signatures for bank forms will be given to Tami after they are signed at this meeting.

-Photos are still needed for the library's website.

-Trustees who need their email addresses resent need to inform Kristina.

-The decals for the Trustees Honor Area have been put on the wall near the circulation desk. Two more sets are ordered. Kristina will continue to find the number of years served by former board trustees.

-The gallery suspension system has arrived and will be installed this month.

-A list of filter settings included in the board packet need to be reviewed and discussed at the October meeting.

-A budget committee meeting needs to be scheduled.

-A FOIA request from Digital Story Time Media was fulfilled.

-The library was a drop off site for the annual WSIU/SIRIS Classic Vinyl & Media Sale.

Upcoming Goals & Completed Assignments:

-Working on inventory and searching for lost books is an ongoing project.

-The ILLINET survey is due in March of 2016.

-NHS volunteers continue to scan Mr. Morefield's photographs.

-The gallery system will be installed.

-The new bike area will be introduced to patrons.

-The ePay form needs to be signed and submitted.

-Funds will be transferred from the library's reserve to the operating account in order to cover purchases made this year for equipment.

-Spending from the remainder of the materials budget needs to be done by the end of this year.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood reported he went through the first selection of possible grants and has 26 left to pull.

PERSONNEL: Leanna Leek asked the trustees to complete the librarian's evaluation form and return it at next month's meeting.

POLICY: None

BUILDING AND GROUNDS: Betty Eastman reported that the gallery system will be installed.

LONG RANGE PLANNING: Carol Downs and Joyce Calvert will meet by the end of the year to come up with a five-year plan and wish list for the library.

PUBLICITY AND PROMOTIONS: Sarah Doerner thanked Mr. John Croessman for the article and picture that appeared in the Du Quoin Evening Call regarding library card signup month.

GENEALOGY COMMITTEE: The library has received records from the Eplin family and the Du Quoin Presbyterian Church.

OLD BUSINESS:

The photography exhibit policy was reviewed, and it was decided to include a line stating the duration that the photographs will be on display and to make grammatical changes to the policy by the next meeting.

A motion was made by Betty Eastman to choose the following four topics for the photography exhibit to begin January 2016-winter, spring, summer, and fall. Carol Downs seconded the motion. Motion approved.

NEW BUSINESS:

Kristina will work with the city to complete the Illinois State Library Capital Needs Assessment Survey.

ADJOURNMENT:

President Joy Upton adjourned the meeting at 7:28 p.m. The next meeting is scheduled for Monday, October 12, at 6:30 p.m.

Respectfully submitted,

Barbara Croessman