

**Du Quoin Public Library Board of Trustees Minutes  
October 12, 2015**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on October 12, 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:**

Leanna Leek 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, Betty Eastman, Pat Ferrari, Leanna Leek, and Joy Upton.

Members absent: Joyce Calvert, Gail Durkota, and Larry Underwood

Library staff present: Kristina Benson

Guests present: None

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes of the September 14, 2015, meeting were reviewed. A motion to approve the minutes as written was made by Pat Ferrari and seconded by Carol Downs. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the September 2015 City Financial Report subject to audit was made by Sarah Doerner and seconded by Pat Ferrari. Motion approved.

A motion to pay the bills for October 2015 was made by Pat Ferrari and seconded by Sarah Doerner. Motion approved.

**LIBRARIAN'S REPORT:**

Kristina Benson, Library Director, distributed her monthly report for September 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. On September 21, the library staff reviewed Chapter 5, "Technology," *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. A new answering machine and color printer were added to comply with the report.

- Kristina notified Clearwave again about credits being applied to bills. In the upcoming year, there will be funds available to upgrade from 20 to 100 Mbps.

- 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. Because of the current state situation, this request may not be possible.
- Mr. Underwood's grant for a free Epson color copier/scanner was successful. It was installed behind the circulation desk at the cataloging computer.
- Kristina will submit a photo for the "Sisters in Crime Photo" drawing.
- Wal-Mart gave Barb a \$25 gift card to be used for the library and encouraged to ask again if anything else is needed.
- The library has received new donations for September, plus the \$100 memorial for Wanda Zoller.

### **Events & Outreach**

- Family Reading Night will be Thursday, November 19. This year's theme is "Camp Out with a Good Book." The elementary school's event is November 16.
- The library will hold its annual pumpkin contest with judging to take place on October 19 after school. Winners will receive Amazon gift cards. The pumpkins will be divided into age categories if there are a lot of entries.
- The library will begin hosting classic and children movie events.

### **Changes & News**

- Signatures are required to use the U. S. Bank with the Illinois Funds accounts.
- Lazerware closes out by the end of the month. There are still four hours of work left to update the website.
- Trustees who need to work on their email addresses can stop by the library any time for assistance.
- The gallery suspension system needs to be installed.
- The security camera is here and needs to be installed.

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

- Barb is working on inventory and searching for lost books. Kristina is working on the classification of materials.
- The ILLINET survey that is due in March of 2016 needs to be completed in November.
- NHS volunteers continue to scan Mr. Morefield's photographs.
- The bike rack is installed and is being used by patrons.
- Funds will be transferred from the library's reserve to the operating account in order to cover equipment purchases.
- Spending from the remainder of the materials' budget needs to be done by the end of this year.
- There will be a budget meeting on Saturday, October 31.

### **STANDING COMMITTEE REPORTS:**

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** None

**PERSONNEL:** None

**POLICY:** None

**BUILDING AND GROUNDS:** None

**LONG RANGE PLANNING:** None

**PUBLICITY AND PROMOTIONS:** None

**GENEALOGY COMMITTEE:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

Kristina discussed the proposed purchase of a copier for the library. It will be a digital copier that can print in color.

A motion to purchase a color printer and charge 50¢ to the public was made by Pat Ferrari and seconded by Sarah Doerner. Motion approved.

**ADJOURNMENT:**

President Joy Upton adjourned the meeting at 7:15 p.m. The next meeting is scheduled for Monday, November 9, at 6:30 p.m.

Respectfully submitted,

Leanna Leek