

**Du Quoin Public Library Board of Trustees Minutes  
November 9, 2015**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on November 9, 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 Barb Croessman.

Members present: Gail Durkota, Betty Eastman, Pat Ferrari, Leanna Leek, Larry Underwood, and Joy Upton.

Members absent: Joyce Calvert, Sarah Doerner, and Carol Downs.

Library staff present: Kristina Benson and Barb Croessman

Guests present: None

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes, of the October 12, 2015, meeting, were reviewed. A motion to approve the minutes as written was made by Pat Ferrari and seconded by Larry Underwood. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the October 2015 City Financial Report subject to audit was made by Larry Underwood and seconded by Pat Ferrari. Motion approved.

A motion to pay the bills for November 2015 was made by Gail Durkota and seconded by Leanna Leek. Motion approved.

**LIBRARIAN'S REPORT:**

Kristina Benson, Library Director, distributed her monthly report for October 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 begin working on it now. There will be a draft for the board to review at the December meeting.

- Kristina contacted Clearwave and reported that the library will receive two more bills before credit is applied.

-Kristina is receiving quotes from local electricians concerning the installation of a Category 6 cable that will improve Internet speed in the library. Quotes will need to be turned in before the next federal grant cycle that will be filed in December.

-In place of the Angel Tree, the library will make a "Giving Tree" from donated books. The books will be handed out on Wednesday, December 23.

-The library has a \$25 gift card, courtesy of the Du Quoin Wal-Mart.

### **Events & Outreach**

-“Camp Out With a Good Book” is this year’s Family Reading Night theme. There will be story time, activities, and snacks for those attending the event on Thursday, November 19, at 6 p.m.

-Kristina attended a circulation meeting at the Du Quoin hub, took part in a Director’s Chat online, and will attend a local librarians’ meeting at the Carbondale Public Library on November 12 at 1 p.m.

-Kristina would like to continue with Monday movie night, “Food for Thought” book club and story times on Saturdays. Because of low attendance there will be a review of these events. Future events for patrons may include a coder club for children and a smart phone school for adults.

### **Changes & News**

-Signatures are needed to use the U. S. Bank with the Illinois Funds accounts.

-Sally Cook will be retiring at the end of this year.

-The photography exhibit suspension system and the security camera need 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 has been completed and was sent.

- NHS volunteers will be working on a new binder that Mr. Morefield is assembling.

-Kristina will begin work on the Per Capita Grant.

-E-rate needs to be done by December.

-The transfer of funds from the library’s reserve to the operating account was made in order to cover equipment purchases.

-Spending from the remainder of the materials’ budget is almost done.

-The property tax second installment was deposited into the operating account.

### **STANDING COMMITTEE REPORTS:**

**FINANCE COMMITTEE:** Pat Ferrari reported that she and Sarah Doerner met with Kristina on Saturday, October 31, to work on the budget.

**GRANTS COMMITTEE:** Larry Underwood presented Kristina with printouts of possible grants.

**PERSONNEL:** Leanna Leek reported she still needs one employee evaluation returned before the next meeting.

**POLICY:** None

**BUILDING AND GROUNDS:** None

**LONG RANGE PLANNING:** None

**PUBLICITY AND PROMOTIONS:** None

**GENEALOGY COMMITTEE:** None

**OLD BUSINESS:**

A motion to amend item #4 of the photography exhibit policy to include “suitable for hanging”\_was made by Pat Ferrari and seconded by Leanna Leek. Motion approved.

A motion to accept the library photography exhibit policy was made by Pat Ferrari and seconded by Betty Eastman. Motion approved.

A motion to accept the current computer filtering categories as presented was made by Pat Ferrari and seconded by Betty Eastman. Motion approved.

**NEW BUSINESS:**

A motion to adopt the 2016 library budget as proposed was made by Pat Ferrari and seconded by Gail Durkota. Motion approved.

In other new business, board president Joy Upton announced an executive session to discuss personnel during the December board meeting.

**ADJOURNMENT:**

President Joy Upton adjourned the meeting at 7:30 p.m. The next meeting is scheduled for Monday, Dember14, at 6:30 p.m.

Respectfully submitted,

Barb Croessman