

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

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on December 14, 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:

Kristina Benson 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: Joyce Calvert, Sarah Doerner, Carol Downs, Betty Eastman, Pat Ferrari, Leanna Leek, Larry Underwood, and Joy Upton.

Members absent: Gail Durkota

Library staff present: Kristina Benson and Barb Croessman

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

The minutes, of the November 9, 2015, meeting, were reviewed. A motion to approve the minutes as corrected (Dianne Giese was a guest inquiring about the non-resident fee) was made by Pat Ferrari and seconded by Betty Eastman. The minutes will be filed as printed.

FINANCIAL REPORT:

A motion to accept the November 2015 City Financial Report subject to audit was made by Sarah Doerner and seconded by Larry Underwood. Motion approved.

A motion to pay the bills for December 2015 was made by Pat Ferrari and seconded by Larry Underwood. Motion approved.

LIBRARIAN'S REPORT:

Kristina Benson, Library Director, distributed her monthly report for November 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. A draft is included in the board packet. There will be one more rewrite before it is signed by Joy and Leanna and sent to the Illinois State Library. The funding for this grant was part of a package that Governor Rauner recently signed.

-Kristina received quotes from two local electricians concerning the installation of a Category 6 cable that will improve Internet speed in the library.

- Books donated for the "Giving Tree" will be handed out on Wednesday, December 23.
- The Will Eisner Graphic Novel Grant and The Big Read Grant are grants being explored for next summer.

Events & Outreach

- There were 25 children attending Family Reading Night on Thursday, November 19. Jane McIntire shared her rabbits with the children at the event.
- Kristina read to approximately 40 children at the elementary school's reading night.
- The staff is planning for next year's monthly programs at the library. Our goal is to provide more adult programming.
- Plans are in the works for a children's event based on the book "Escape for Mr. Lemoncello's Library" by Chris Grabenstein.

Changes & News

- Signatures are needed to participate in the Illinois Funds rollover.
- There will be a retirement party for Sally Cook at the library on Wednesday, December 30, at 5 p.m.
- There are concerns over parking for our patrons with the construction of the new laundromat.
- Kristina will try to find a new home for the bicycle rack that was donated by the Cookie Factory.

Upcoming Goals & Completed Assignments:

- Work will continue on IPLAR; the Morefield collection; the Per Capita Grant; E-rate; the transfer of funds from the reserve account to pay for the photocopier; and a request for download of the Polaris Inventory software.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood presented Kristina with some possible grants.

PERSONNEL: Leanna Leek reminded the board about Sally Cook's retirement party.

POLICY: None

BUILDING AND GROUNDS: Betty Eastman reminded the board that the photography exhibit will begin in January of 2016.

LONG RANGE PLANNING: None

PUBLICITY AND PROMOTIONS: Sarah Doerner thanked Mr. Croessman for the article in the Du Quoin Evening Call regarding the photography exhibit.

GENEALOGY COMMITTEE: Joy Upton announced she will donate the 1813-1817 history of Johnson County to the genealogy department.

OLD BUSINESS:

There was no unfinished business.

NEW BUSINESS:

In new business a discussion was held concerning the FY 2016 Per Capita Grant, the 2016 Library Board of Trustees Meeting Schedule, the annual Library Wish List, and changes in Illinois Funds.

A motion to approve the 2016 Library Holiday Closure Schedule was made by Sarah Doerner and seconded by Joyce Calvert. Motion approved.

A motion to add 3M and Zinio platforms for our patrons was made by Sarah Doerner and seconded by Leanna Leek. Motion approved.

EXECUTIVE SESSION:

A motion to enter into executive session was made by Pat Ferrari and seconded by Joyce Calvert. Motion approved. The session began at 7:55 p.m.

A motion to exit executive session was made by Larry Underwood and seconded by Pat Ferrari. Motion approved. The executive session ended at 8:04 p.m.

Returned to open session meeting at 8:05 p.m.

A motion to give a \$100 Christmas bonus to Kristina Benson and \$50 bonuses to Sally Cook and Barb Croessman was made by Pat Ferrari and seconded by Joyce Calvert. Motion approved.

A motion to give Sally Cook a \$50 gift card from Barnes & Noble for her retirement was made by Sarah Doerner and seconded by Carol Downs. Motion approved.

Personnel chairperson Leanna Leek announced that head librarian Kristina Benson received overwhelmingly positive statements on her evaluations.

ADJOURNMENT:

President Joy Upton adjourned the meeting at 8:07 p.m. The next meeting is scheduled for January 11, 2016, at 6:30 p.m.

Respectfully submitted,

Barb Croessman