

**Du Quoin Public Library Board of Trustees Minutes
January 11, 2016**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on January 11, 2016, 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:

Betty Eastman 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, and Joy Upton.

Members absent: Gail Durkota, Leanna Leek, and Larry Underwood

Library staff present: Kristina Benson and Barb Croessman

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

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

FINANCIAL REPORT:

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

A motion to pay the bills for January 2016 was made by Sarah Doerner and seconded by Joyce Calvert. Motion approved.

LIBRARIAN'S REPORT:

Kristina Benson, Library Director, distributed her monthly report for December 2015. (See report for details). This was reviewed with the board, and Kristina noted the following points of interest:

Grants & Donations

-The library received \$7,636.25 from the FY2015 Per Capita Grant. Currently \$2,400 has been spent from that amount leaving the remainder to be spent by August 15, 2016.

- The FY2016 Per Capita Grant was submitted in December and waiting to receive an approval letter.

-The E-rate Form 470 was filed on January 4, 2016, There is a 28-day allowance for bids to be submitted for the Category 2 work that was requested on the form.

Additional money requested would allow for upgrading the router, WAP, cabling, switches, and battery backups. The goal is to have 100Mbps service.

-The Will Eisner Graphic Novel Grant and The Big Read Grant are grants still being considered.

Events, Outreach, and Training

-January events at the library include a 3M Cloud e-book downloading session on January 13; Movie Monday on January 25 at 5 p.m. featuring, "Rear Window"; "Basic Car Tips" presented by local mechanic David Luthy on January 28 at 6 p.m.; after school homework help; and story times on Saturdays.

-The following event ideas for February are: a Q & A tax session presented by an accountant; locked room mystery event for children; blind date with a book; movie nights for children and adults; Food for Thought book club; homework help, and celebrity story times.

-Upcoming events include first grade trip on March 15 from 8:30-11:00 a.m. and How to Become a Librarian speech on April 13 and 14.

-Kristina attended the Wednesday afternoon webinars for Share and Illinois Heartland and two circulation meetings.

Changes & News

-Andrew Croessman and Emling & Hoffman have been given answers to a questionnaire about the library's procedures and organizational ethics.

- Concerns continue over parking for our patrons with the construction of the new laundromat.

-In order to change the board meeting dates, it would require amending the bylaws and making a change in the Policy Manual.

-The bicycle rack that was donated by the Cookie Factory is in storage until it finds a new home.

-There is no obligation to keep donation funds in the Illinois Funds accounts. An option would be to close the account and transfer the funds to the reserve account.

Upcoming Goals & Due Dates:

-Upcoming goals include working on the Morefield collection; transferring funds out of the reserve account to pay for the copy machine; preparing the laptop for Polaris and LEAP training; purging magazines from the past year; and changing the batteries in the automatic door buttons.

-The Annual Library Certification begins after January 11 and IPLAR is due on February 29.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: None

PERSONNEL: None

POLICY: None

BUILDING AND GROUNDS: None

LONG RANGE PLANNING: None

PUBLICITY AND PROMOTIONS: President Joy Upton thanked Sarah for the publicity regarding Sally Cook's retirement.

GENEALOGY COMMITTEE: None

OLD BUSINESS:

A motion to approve the 2016 Library Board of Trustee meeting schedule was made by Carol Downs and seconded by Joyce Calvert. Motion approved.

A motion to cancel the Illinois funds account and maintain the E-Pay account was made by Sarah Doerner and seconded by Pat Ferrari. Motion approved.

After discussion, a motion was made by Sarah Doerner and seconded by Pat Ferrari to strike the previous motion in regard to canceling the Illinois funds account. Motion approved.

NEW BUSINESS:

A motion to retain the 2015 officers for 2016 was made by Carol Downs and seconded by Joyce Calvert. Motion approved.

Kristina led the officers in the oath of office.

Kristina discussed the Friends of the Library book sales and will speak to the group at its meeting on February 6.

A motion was made by Betty Eastman and seconded by Sarah Doerner to deny the Patient Innovation Center's request due to lack of physical space at the library. Motion approved.

ADJOURNMENT:

President Joy Upton adjourned the meeting at 7:35 p.m. The next meeting is scheduled for February 8, 2016, at 6:30 p.m.

Respectfully submitted,

Barb Croessman