

**Du Quoin Public Library Board of Trustees Minutes
February 8, 2016**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on February 8, 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, Gail Durkota, Betty Eastman, Pat Ferrari, Leanna Leek, Larry Underwood, and Joy Upton.

Members absent: None

Library staff present: Kristina Benson and Barb Croessman

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

The minutes of the January 11, 2016 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 January 2016 City Financial Report subject to audit was made by Gail Durkota and seconded by Joyce Calvert. Motion approved.

A motion to pay the bills for February 2016 was made by Sarah Doerner and seconded by Betty Eastman. Motion approved.

LIBRARIAN'S REPORT:

Kristina Benson, Library Director, distributed her monthly report for January 2016. (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 that needs to be spent by August 15, 2016.
- The E-rate 28-day bidding window has closed. Form 470 can be filed. Lazerware is offering to help with this process.
- Kristina talked with the roofing contractor about recent leaks. The contractor plans to caulk the flashing. Kristina will work on a Live and Learn Construction grant to replace the existing windows.

Events, Outreach, and Training

-February events at the library include: Movie Monday featuring “Inside Out” on February 15 and “Casablanca” on February 22; the Food for Thought Book Club will discuss “Year of Yes” by Shona Rimes on February 16; sampling chocolates from around the world on February 18; and Dr. Andrew Teel will read to the children during story time on February 27 in recognition of National Children’s Dental Health Month.

-There were 15 people attending the library’s first photography gallery opening.

-Upcoming events include a 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.

Changes & News

-The Illinois Heartland Library System was informed that its SAPC grant was cut by 42%. However, this will not affect automation and delivery service this year.

-The library’s website currently offers the following resources to patrons: Zinio, 3M Cloud, OverDrive and NewsBank.

- Resumes for hiring a replacement for Sally Cook were due on February 8. Kristina will meet with the personnel committee to review the applicants.

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; E-pay authorization signatures; and completion of the Live and Learn Construction Grant that will be due on March 1, 2016.

-Completed tasks include purging magazines from the past year; changing the batteries in the automatic door buttons; and turning in the Annual Library Certification.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood gave Kristina a stack of grants to review.

PERSONNEL: None

POLICY: None

BUILDING & GROUNDS: None

LONG RANGE PLANNING: None

PROMOTION & PUBLICITY: None

GENEALOGY COMMITTEE: None

OLD BUSINESS: None

NEW BUSINESS:

A motion to accept the committees as appointed was made by Pat Ferrari and seconded by Joyce Calvert. Motion approved.

COMMITTEES

Finance: Chairman Pat Ferrari, Carol Downs
Grants: Chairman Larry Underwood, Gail Durkota
Personnel: Chairman Leanna Leek, Pat Ferrari
Policy: Chairman Gail Durkota, Joyce Calvert
Building & Grounds: Chairman Betty Eastman, Sarah Doerner
Long Range Planning: Chairman Carol Downs, Joyce Calvert
Promotion & Publicity: Chairman Sarah Doerner, Betty Eastman
Genealogy: Chairman Leanna Leek, Larry Underwood

In other new business, Kristina asked the board of trustees to look at the contact information and make any corrections necessary for IPLAR.

ADJOURNMENT:

President Joy Upton adjourned the meeting at 7:00 p.m. The next meeting is scheduled for March 14, 2016, at 6:30 p.m.

Respectfully submitted,

Barb Croessman