

**Du Quoin Public Library Board of Trustees Minutes
March 14, 2016**

Vice-president Sarah Doerner called to order the meeting of the Du Quoin Public Library Board of Trustees on March 14, 2016, at 7:00 p.m. in the Du Quoin Public Library located at 28 S. Washington Street, Du Quoin, IL.

ATTENDANCE

Roll call was collected by Leanna Leek.

Members present: Sarah Doerner, Carol Downs, Betty Eastman, Pat Ferrari, Leanna Leek, and Larry Underwood.

Members absent: Joyce Calver, Gail Durkota, and Joy Upton

Library staff present: Kristina Benson

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

The minutes of the February 8, 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 February 2016 City Financial Report subject to audit was made by Pat Ferrari and seconded by Larry Underwood. Motion approved.

A motion to pay the bills for March 2016 was made by Larry Underwood and seconded by Leanna Leek. Motion approved.

LIBRARIAN'S REPORT:

Kristina Benson, Library Director, distributed her monthly report for February 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.
- Form 471 for the E-rate application was filed. The library applied for both category 1 and category 2 funding.

Events, Outreach, and Training

- March events at the library include: Saturday morning story times; Monday movies "Hop" and "Harvey"; first grade field trip on March 15; and a quilt show and tell on March 23.
- The library will be closed on Good Friday, March 25.
- Kristina will attend an audit of the John A. Logan College Family Literacy grant on March 29.

- "How to Become a Librarian" speech will take place on April 13 and 14.

Changes & News

-The content credit at Overdrive/Southern Illinois Libraries on the Go has been spent in order to change over to the new 3M Cloud library.

Upcoming Goals & Due Dates:

-Upcoming goals include: submitting IPLAR to the Illinois State Library and the City of Du Quoin; working on the Morefield collection and Slawson School history; transferring funds out of the reserve account to pay for the copy machine; notifying patrons about 3M conversion; and planning for the summer reading program.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood gave Kristina some addition grant forms.

PERSONNEL: Leanna Leek discussed the three applicants and their qualifications for the library assistant position. Kristina sent thank you notes or letters to all those who applied. Kristina has discussed tentative hours for the new assistant.

POLICY: None

BUILDING & GROUNDS: Jean Ellen Bullock donated a framed picture of architectural pictures from around Du Quoin. Spring pictures for the photo gallery will be hung by March 23.

LONG RANGE PLANNING: None

PROMOTION & PUBLICITY: Sarah Doerner thanked John Croessman from the Du Quoin Evening Call for a recent library article. Sarah reported that the "Friends of the Library" will be hosting magician Chris Egelston to perform at the City Hall on Saturday, April 16, at 10:30 a.m.

GENEALOGY COMMITTEE: Kristina reported that the library has information and pictures of Slawson School.

OLD BUSINESS:

The IPLAR/Annual Report was submitted to the Illinois State Library and City of Du Quoin.

Authorized signatures are still needed for banking forms and Illinois Funds.

NEW BUSINESS:

A motion to employ Elizabeth Wall as library assistant for 10 hours per week at \$9 per hour was made by Sarah Doerner and seconded by Larry Underwood. Motion approved.

In other new business, Kristina asked the board of trustees to consider replacing the children's computers using the \$1,000 donation from Thelma Pettiford and various Wal-Mart cards. She will get prices for the computers at Wal-Mart.

A motion to allow Kristina to select three devices (two all-in-one computers and one tablet for children's area) was made by Betty Eastman and seconded by Pat Ferrari. Motion approved.

ADJOURNMENT:

A motion was made by Carol Downs and seconded by Larry Underwood to adjourn the meeting at 8:03 p.m.

Respectfully submitted,

Leanna Leek