

**Du Quoin Public Library Board of Trustees Minutes  
June 13, 2016**

In the absence of President Joy Upton, Leanna Leek called to order the meeting of the Du Quoin Public Library Board of Trustees on June 13, 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**

Carol Downs led the board and staff in the "Pledge of Allegiance to the Flag" following her call to order.

**ATTENDANCE**

Roll call was collected by Barbara Croessman.

Members present: Joyce Calvert, Carol Downs, Gail Durkota, Betty Eastman, Leanna Leek, and Larry Underwood.

Members absent: Sarah Doerner, Pat Ferrari, and Joy Upton

Library staff present: Kristina Benson and Barbara Croessman

Guests present: None

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes of the May 9, 2016 meeting were reviewed. A motion to approve the minutes as written was made by Joyce Calvert and seconded by Betty Eastman. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the May 2016 City Financial Report subject to audit was made by Larry Underwood and seconded by Gail Durkota. Motion approved.

A motion to pay the bills for June 2016 was made by Carol Downs and seconded by Betty Eastman. Motion approved.

**LIBRARIAN'S REPORT:**

Kristina Benson, Library Director, distributed her monthly report for May 2016. (See report for details). This was reviewed with the board, and Kristina noted the following points of interest:

**Grants & Donations**

-The library is ahead of the August 15 deadline for spending \$7,636.25 from the FY2015 Per Capita Grant.

-The check from the FY2016 Per Capita has not been received. The amount awarded is about half from last year's payment.

-The award letter for E-Rate is expected to arrive in July.

- Casey's General Store has not yet responded to the request to donate 10 pizzas for this summer's reading program.

### **Events, Outreach, and Training**

- June events include movie afternoons and weekend story time.
- Summer photos for the art gallery will be due by July 15 with a reception on July 21 at 6 p.m.
- The Alzheimer information session previously scheduled for June 13 will be rescheduled.
- The Summer Reading Program, "Read for the Win" will kickoff with a skating party on July 1 from 4-6 p.m. The goal is to have 75-90 children participating. This year the age group that reads the most will receive medals.
- The Du Quoin Elementary School has approved the library staff wearing a Numeroff mouse costume for Family Reading Night. The total cost of the three costumes used for the event is \$440. The school district will provide an invoice for the portion the library will owe.

### **Changes & News**

- The library has cancelled its service to Cengage and Recorded Books in order to find other companies that are more cost effective.
- The library received a donation of 500 non-fiction books from the collection of Samuel Chapman.
- Illinois Funds is now working with one account set aside for the credit card machine.
- The library will purchase 5-6 books in honor of Garden Club members with 20 years or more of service.
- The Illinois Seed Sharing bill passed. Jerry Costello may pay a visit at the library to meet with the Master Gardeners.
- The library has received complaints from patrons concerning limited parking.
- The library staff weeded the non-fiction collection.

### **Upcoming Goals & Due Dates:**

- Upcoming goals include: scanning images from the Robert Morefield collection; reviewing lost books and billing other libraries for outstanding items before the school libraries close for the summer; obtaining continuing education hours for cataloging; pricing a better service for magazine renewals; and announcing that Kristina will be on vacation from June 17-22.

### **STANDING COMMITTEE REPORTS:**

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** Larry Underwood presented several grant possibilities.

**PERSONNEL:** None

**POLICY:** None

**BUILDING & GROUNDS:** Betty Eastman will contact photographers from the spring photographs and notify the newspaper regarding the summer photo art gallery.

**LONG RANGE PLANNING:** None

**PROMOTION & PUBLICITY:** None

**GENEALOGY COMMITTEE:** None

**OLD BUSINESS:**

In old business, a motion to approve the Lazerware plan for replacement of the XP computers was made by Betty Eastman and seconded by Larry Underwood. Motion approved.

In other old business, Kristina said there were no responses from other libraries for the microfilm reader. She will now reach out to genealogical groups.

**NEW BUSINESS:**

In new business, Betty Eastman has volunteered to go to the day care facilities in Du Quoin on every other Thursday to read to the children. This will be the first step in an effort to promote the importance of reading to children at an early age.

In other new business, the trustees filled out and signed the file statements of economic interest.

**ADJOURNMENT:**

Leanna Leek adjourned the meeting at 7:50 p.m. The next meeting will be scheduled for Monday, July 11, at 6:30 p.m.

Respectfully submitted,

Barbara Croessman