

**Du Quoin Public Library Board of Trustees Minutes
February 13, 2017**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on February 13, 2017, 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

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

ATTENDANCE

Roll call was collected by Leanna Leek.

Members present: Sarah Doerner, Carol Downs, Gail Durkota, Jacob Emling, Leanna Leek, Larry Underwood, and Joy Upton

Members absent: Joyce Calvert and Betty Eastman

Library staff present: Kristina Benson

Guests present: Chanda Green

APPROVAL OF MINUTES/CORRECTIONS:

The minutes of the January 9, 2017 meeting were reviewed. A motion to approve the minutes as written was made by Sarah Doerner and seconded by Larry Underwood. The minutes will be filed as printed.

FINANCIAL REPORT:

A motion to accept the January 2017 City Financial Report subject to review was made by Carol Downs and seconded by Jacob Emling. Motion approved.

A motion to pay the bills for February 2017 was made by Sarah Doerner and seconded by Gail Durkota. 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 E-Rate form has been filed. The library received \$1,500 from the federal government for the network enhancement package that was installed.
- Information has been submitted to STAR_Net Libraries for consideration to receive 1,000 solar viewers for adult usage. The library in return must provide two events leading up to the eclipse that will be science-related.
- The library has made it past the first step for the Live & Learn Grant. The next step is to attend a conference at the Carbondale Hub on March 2 at 9:30 a.m.

Events, Outreach, and Training

- Kristina will attend a two-day cataloging workshop in Carbondale over new rules being implemented.
- February story times on Saturdays will include holiday crafts for Valentine's and Presidents' Day.
- 'Food for Thought' is reading, "Hidden Figures" by Margot Lee Shetterly.
- Movie nights and homework help are other activities for the month.

Changes & News

- The annual price for Fold3 database is \$979. This will also include remote access.
- The Lucius Smith family preservation project has been completed.
- A committee will be selected to help plan a summer yard sale for some of the library's excess property.

Upcoming Goals & Due Dates:

- On-going goals are: classification cleanup; scanning the Morefield collection; submitting IPLAR by March 1, and the completion of the annual library certification.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: A new laser printer that offers color copies is in operation.

GRANTS COMMITTEE: Chairman Larry Underwood shared information on a NASA@MyLibraryPartners app.

PERSONNEL: None

POLICY: None

BUILDING & GROUNDS: None

LONG RANGE PLANNING: In order for the library to be open 48 hours per week, the committee is looking at opening the library at 10 a.m. in the future.

PROMOTION&PUBLICITY: Sarah Doerner inquired about reserving the display case for the first two weeks in March.

GENEALOGY COMMITTEE: The committee has received 388 funeral cards.

OLD BUSINESS:

A motion to maintain the current slate of officers was made by Carol Downs and seconded by Gail Durkota. Motion approved.

A motion to maintain current special committee chairs was made by Joy Upton and seconded by Sarah Doerner. Motion approved.

A motion to give holiday bonuses to staff in the same amount as from 2015 was made by Gail Durkota and seconded by Sarah Doerner. Motion approved.

NEW BUSINESS:

A motion to approve the IPLAR report with changes was made by Carol Downs and seconded by Larry Underwood. Motion approved.

A motion to upgrade Clearwave from 20Mbps to 100Mbps was made by Gail Durkota and seconded by Jacob Emling. Motion approved.

ADJOURNMENT:

President Joy Upton adjourned the meeting at 7:25 p.m. The next meeting will be scheduled for Monday, March 13, at 6:30 p.m.

Respectfully submitted,

Leanna Leek