

**Du Quoin Public Library Board of Trustees Minutes
December 12, 2016**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on December 12, 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

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 Barb Croessman.

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

Members absent: Gail Durkota and Betty Eastman

Library staff present: Kristina Benson and Barb Croessman

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

The minutes of the November 14, 2016 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 November 2016 City Financial Report subject to review was made by Carol Downs and seconded by Joyce Calvert. Motion approved.

A motion to pay the bills for December 2016 was made by Leanna Leek and seconded by Sarah Doerner. Motion approved.

LIBRARIAN'S REPORT:

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

Grants & Donations

- Work will begin on the FY2017 Per Capita Grant that is due on January 15.
- The E-Rate process will begin in January. The library is waiting \$1,600 from the federal government that has been approved.
- The library did not receive the Baker & Taylor Summer Reading Program Grant. Grants still pending are the Awesome Grant and Sisters in Crime.
- Mrs. Marlow's name will be added to the Century Club plaque in the genealogy area.

Events, Outreach, and Training

- There were 15 in attendance for Family Reading Night on Thursday, November 17.
- A representative for the IDES Veteran's Job Assistance will be at the library on Tuesday, December 13, from 11:00 to 2:00 p.m.
- Homework Help continues on Tuesdays and Thursdays after school.
- December Story Times on Saturdays will include holiday crafts.
- The library will be closed on Saturday, December 24, Monday, December 26, Saturday, December 31, and Monday, January 2, for the holidays.
- A Civilian Conservation Core Scholar will hold a seminar on Thursday, March 30. The cost will be \$300.

Changes & News

- Kristina has renewed her notary stamp. This will be another service the library offers to the community.
- The library will have a Giving Tree to collect necessary household and hygiene items. These items will be given to Western Egyptian on Wednesday, December 21.
- The library is waiting for a binder for the history of the Lucius Smith family project. Invoices for the project will be given to the Historic Preservation Committee.

Upcoming Goals & Due Dates:

- On-going goals are: classification cleanup; scanning the Morefield collection; applying for grants, and the annual purge of periodicals.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Chairman Larry Underwood presented Kristina with a new packet of grants.

PERSONNEL: None

POLICY: None

BUILDING & GROUNDS: None

LONG RANGE PLANNING: None

PROMOTION&PUBLICITY: None

GENEALOGY COMMITTEE: None

OLD BUSINESS:

In old business, Kristina gave an update on the Live and Learn Construction Grant regarding the window upgrade for the library.

NEW BUSINESS:

Motion to approve the 2017 Board of Trustees meeting schedule was made by Joyce Calvert and seconded by Larry Underwood. Motion approved.

Motion to approve the 2017 Holiday closure schedule for the library was made by Sarah Doerner and seconded by Carol Downs. Motion approved.

In other new business, Kristina explained the Clearwave proposal to increase broadband speeds at the library.

Board members were given a 2017 'Wish List' for the library to peruse.

A discussion was held using the Marlowe donations to subscribe to NewsBank.

Kristina announced she received a letter from Attorney Aaron Atkins stating that former library board trustee member, Eric Pflanz, bequeathed his estate to the library.

ADJOURNMENT:

President Joy Upton adjourned the meeting at 7:03 p.m. The next meeting will be scheduled for Monday, January 9, at 6:30 p.m.

Respectfully submitted,

Barb Croessman