

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

Vice president Sarah Doerner called to order the meeting of the Du Quoin Public Library Board of Trustees on November 14, 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**

Leanna Leek 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, Gail Durkota (6:34 p.m.), Leanna Leek, and Larry Underwood.

Members absent: Betty Eastman, Jacob Emling, and Joy Upton

Library staff present: Kristina Benson and Barb Croessman

Guests present: None

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes of the October 10, 2016 meeting were reviewed. A motion to approve the minutes as written was made by Larry Underwood and seconded by Joyce Calvert. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the October 2016 City Financial Report subject to review was made by Carol Downs and seconded by Leanna Leek. Motion approved.

A motion to pay the bills for November 2016 was made by Gail Durkota and seconded by Larry Underwood. Motion approved.

**LIBRARIAN’S REPORT:**

Kristina Benson, Library Director, distributed her monthly report for October 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 in January.
- Form 498, that provides bank account information to the FCC, and Form 486 for the E-Rate Category have been completed. The library is waiting for a \$1,600 reimbursement. Filing for E-Rate will begin again in January 2017.
- The Baker & Taylor Summer Reading Program Grant was submitted.
- The John A. Logan Family Literacy Program is back in our community. A grant will pay for three large events that will benefit the children.

-Mrs. Marlow's name will be added to the Century Club plaque in the genealogy area.

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

-IDES Veteran's Job Assistance will be at the library on Tuesday, November 15, from 11:00 to 12:00 p.m.

-There will be Girl Scout Poetry Slam at the library on Tuesday, November 15, from 6:00 to 7:00 p.m. so the scouts can earn their badges.

-Family Reading Night will take place on Thursday, November 17, from 6:00 to 7:30 p.m.

-The library will show movies on Monday, November 21, and Monday, November 28. The movies will be related to books the children are reading at the middle school.

-The library will be closed Thursday, November 24, and Friday, November 25.

### **Changes & News**

-A patron of the library has been given limited access to the building. Patron will be served only at the circulation desk.

-According to the Illinois Heartland Library System and attorney, Phil Lenzini, travel reimbursement and the telecommunication's tax is not applicable to the library.

-The library board extended congratulations to board trustee member Jacob Emling on his upcoming marriage. A motion was made by Joyce Calvert and seconded by Carol Downs to purchase a \$50 restaurant gift card for the newlyweds. Motion approved.

-The library board recognized the passing of former board trustee Eric Pflanz and will honor his wishes.

-The library will collect necessary household and hygiene needs to donate at Christmas.

-The Historic Preservation Society has provided the library with funds to preserve a history of the Lucius Smith family. The funds will be used for archival binders, sleeves, and acidic paper.

-The microfilm reader will be recycled.

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

-On-going goals are: classification cleanup; scanning the Morefield collection; and applying for the Live & Learn and FY2017 Per Capita grants.

### **STANDING COMMITTEE REPORTS:**

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** Chairman Larry Underwood gave Kristina a bundle of grant material.

**PERSONNEL:** None

**POLICY:** None

**BUILDING & GROUNDS:** None

**LONG RANGE PLANNING:** None

**PROMOTION&PUBLICITY:** Chairman Sarah Doerner asked that the local media and schools be contacted concerning Family Reading Night.

**GENEALOGY COMMITTEE:** Leanna Leek announced there will be a discussion at the next meeting concerning the money donated for genealogy in memory of Mrs. Marlow.

**OLD BUSINESS:**

In old business, Kristina reported she received a quote of \$31,000 to replace the windows in the library. She will apply for a mini grant.

**NEW BUSINESS:**

None

**ADJOURNMENT:**

Vice president Sarah Doerner adjourned the meeting at 7:00 p.m. The next meeting will be scheduled for Monday, December 12, at 6:30 p.m.

Respectfully submitted,

Barb Croessman