

**Du Quoin Public Library Board of Trustees Minutes  
October 10, 2016**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on October 10, 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**

Barb Croessman 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, Betty Eastman, Jacob Emling, Leanna Leek, Larry Underwood and Joy Upton.

Members absent: None

Library staff present: Kristina Benson and Barb Croessman

Guests present: None

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes of the September 12, 2016 meeting were reviewed. A motion to amend the minutes concerning the photo gallery themes for 2017 to Sports for summer and Pets for fall was made by Sarah Doerner and seconded by Larry Underwood. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the September 2016 City Financial Report subject to review was made by Gail Durkota and seconded by Leanna Leek. Motion approved.

A motion to pay the bills for October 2016 was made by Carol Downs and seconded by Sarah Doerner. Motion approved.

**LIBRARIAN'S REPORT:**

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

**Grants & Donations**

- The FY2017 Per Capita due in January.
- Form 498, that provides bank account information to the FCC, has been filed. Form 486 for the E-Rate Category funding will be completed. The library is applying for a \$1,600 reimbursement.
- The application for the TEI Landmark Audio Children's Literacy and Programming Grant was sent. This grant will focus on purchasing \$1,000 of children's audio books.

- The library is applying for a Lowe's mini-grant in order to receive a gift card to be used in purchasing paint.
- The library is also looking at a Dollar General Family Literacy Grant to be used for the 2017 Summer Reading Program.
- Kristina will attend a meeting with the new grant coordinator for the JALC Family Literacy program. The full-time position Pam Collins held will be replaced by a part-time position. The Illinois State Library is providing funding for the Du Quoin grant.
- After making a small purchase to Gumdrop Books, the library is in the running for a \$5,000 makeover.
- Mrs. Marlow's name will be added to the Century Club plaque in the genealogy area.

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

- The library will host "Grow a Nation" story time for school age children on October 11, 12, and 13, from 3:30 to 4:30 p.m.
- The Alzheimer's Association hosted a seminar entitled, "Healthy Living for Your Brain and Body" on Thursday, September 29. One person attended.
- In October there will be a reception for the autumn photo gallery, a literary pumpkin contest, two movie nights, and a Martha Washington Tea and Story Time.

### **Changes & News**

- The second installment from the property taxes was received.
- There are two debates among librarians at the present. One is whether or not to pass a policy regarding travel expenses and the other concerns a telecommunication's tax that should be reported quarterly and annually for providing a faxing service to the community. Phil Lenzini will be addressing these issues at an upcoming seminar.

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

- Planning for Family Reading Night at the elementary school and library has begun.
- The Illinet Survey is already finished ahead of the March deadline.
- On-going goals are: classification cleanup; scanning the Morefield collection; applying for grants; and purchasing materials.

### **STANDING COMMITTEE REPORTS:**

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** Chairman Larry Underwood presented Kristina with some more grant material.

**PERSONNEL:** None

**POLICY:** None

**BUILDING & GROUNDS:** Chairman Betty Eastman will speak with Dean Knight concerning the air conditioning overflow of water in the closet behind the circulation desk.

**LONG RANGE PLANNING:** None

**PROMOTION&PUBLICITY:** Chairman Sarah Doerner thanked Mr. Croessman of the Du Quoin Evening Call for the article on the library's autumn photo gallery.

**GENEALOGY COMMITTEE:** None

**OLD BUSINESS:**

In old business, a motion to approve the FY 2017 Library Budget was made by Jacob Emling and seconded by Sarah Doerner. Motion approved.

**NEW BUSINESS:**

In new business, a motion to pursue the Live and Learn Construction Grant/Window Upgrade was made by Betty Eastman and seconded by Gail Durkota. Motion approved.

A motion to create a young adult area by purchasing 4 wooden chairs and 2 soft seating chairs not to exceed \$1500 was made by Betty Eastman and seconded by Sarah Doerner. Motion approved.

**EXECUTIVE SESSION 5 ILCS 120:**

The board went into executive session at 7:27 p.m. and came out of executive session at 7:29 p.m.

**ADJOURNMENT:**

President Joy Upton adjourned the meeting at 7:30. The next meeting will be scheduled for Monday, November 14, at 6:30 p.m.

Respectfully submitted,

Barb Croessman