

**Du Quoin Public Library Board of Trustees Minutes
August 14, 2017**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on August 14, 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

Betty Eastman 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, Sarah Doerner, Carol Downs, Betty Eastman, Larry Underwood, and Joy Upton.

Members absent: Gail Durkota, Jacob Emling, and Leanna Leek

Library staff present: Kristina Benson and Barbara Croessman

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

The minutes of the July 10, 2017 meeting were reviewed. A motion to approve the minutes as written was made by Betty Eastman and seconded by Carol Downs. The minutes will be filed as printed.

FINANCIAL REPORT:

A motion to accept the July 2017 City Financial Report subject to review was made by Sarah Doerner and seconded by Larry Underwood. Motion approved.

A motion to pay the bills for August 2017 was made by Sarah Doerner and seconded by Joyce Calvert. Motion approved.

LIBRARIAN'S REPORT:

Kristina Benson, Library Director, distributed her monthly report for July 2017. (See report for details). This was reviewed with the board, and Kristina noted the following points of interest:

Grants & Donations

- E-Rate Form 486 is finished, and the service provider has been contacted in order for the library's account to be credited.

- To fulfill the requirements for the Per Capita FY2018 grant, chapters 1-3 are included in the board packet and will be reviewed. At the September meeting, a short training film will be presented. The application is due in January.

-The library will participate in the Lazerware tee-shirt competition. Last year, the library won a new monitor.

-The next quarterly report for the Live & Learn Construction Grant that is due on September 1 includes: posting a sign on the door to notify the public that state funds are being used for the window project; submitting a revised budget showing the accepted bid; requesting confirmation that all required documentation has been provided; hosting a dedication ceremony; and displaying a plaque at the front entrance when the project is completed.

Events, Outreach, and Training

-Events at the library for August are: a solar eclipse party on Monday, August 21, with refreshments of Moon Pies and Tang; homework help sessions after school on Tuesdays and Thursdays; Monday movie night on August 28 at 5:00 p.m.; and adult coloring session on Thursday, August 31, at 6 p.m.

-Some new revolving monthly programs at the library are being considered.

-Kristina is planning to attend the YASLA's Young Adult Services Symposium in Louisville, KY, on the first weekend of November.

Changes & News

-The summer reading program will end with an eclipse party on August 21. There were 50 children registered for this year's program with 207.5 hours of reading reported. There was an increase in attendance for the major events held.

-In order to pay this month's bills, a temporary transfer from the reserve account to the operating account will be necessary until property tax revenues can be collected and distributed.

-A \$100 donation was received to purchase DVDs for the library.

Upcoming Goals & Due Dates:

-Kristina completed the cataloging continuing education requirements before the June 30 deadline.

-On-going goals include: classification cleanup; inventory of materials; policy manual; community survey; and ILLINET survey.

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood has compiled a new packet of grants.

PERSONNEL: None

POLICY: None

BUILDING & GROUNDS: Betty Eastman announced that the theme for the October photo gallery is pets.

LONG RANGE PLANNING: Carol Downs will begin work on a survey to identify how the library can better serve the community.

PROMOTION & PUBLICITY: None

GENEALOGY COMMITTEE: Elizabeth Wall is assisting patrons with genealogy requests. The library will continue to archive the Du Quoin Evening Call and may include the Du Quoin Weekly.

OLD BUSINESS:

Kristina gave an update on the windows' project and said construction should take place soon.

The board read and discussed Chapters 1-3 for the Per Capita FY2018 requirements.

NEW BUSINESS:

A motion to close the library during the middle of the solar eclipse was made by Sarah Doerner and seconded by Joyce Calvert. Motion approved.

ADJOURNMENT:

President Joy Upton adjourned the meeting at 7:35 p.m. The next meeting will be scheduled for Monday, September 11, at 6:30 p.m.

Respectfully submitted,

Barbara Croessman