

**Du Quoin Public Library Board of Trustees Minutes  
July 10, 2017**

Vice president Sarah Doerner called to order the meeting of the Du Quoin Public Library Board of Trustees on July 10, 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**

Carol Downs 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: Sarah Doerner, Carol Downs, Gail Durkota (arrived at 6:43 p.m.) Betty Eastman, Leanna Leek, and Larry Underwood.

Members absent: Joyce Calvert, Jacob Emling, and Joy Upton

Library staff present: Kristina Benson and Barbara Croessman

Guests present: Chanda Green

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes of the June 12, 2017 meeting were reviewed. A motion to approve the minutes as corrected (Gail Durkota arrived at 6:45 p.m., not Carol Downs) was made by Betty Eastman and seconded by Leanna Leek. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the June 2017 City Financial Report subject to review was made by Carol Downs and seconded by Betty Eastman. Motion approved.

A motion to pay the bills for July 2017 was made by Larry Underwood and seconded by Leanna Leek. Motion approved.

**LIBRARIAN’S REPORT:**

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

**Grants & Donations**

- Waiting to receive the Funding Decision Commitment letter after submitting the E-Rate Form 471.
- Looking ahead at the requirements for the Per Capita FY2018 grant that is due in January. Chapters that need to be covered will be included in the board packet.
- Working on a community grant with our local Wal-Mart in order to replace the television and entertainment stand in the children’s area.

-The quarterly narrative and financial report along with the first quarterly reports detailing progress toward construction for the Live & Learn Construction Grant are: ready to be submitted.

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

-A falcon, snake and timber wolf are some of the animals that will be featured at the "Animal Tales" presentation on Thursday, July 13, at 2 p.m. for the summer reading program.

-Story times will be held on Saturdays at 10:00 a.m.

-The Bubble Bus will be at the library on Thursday, July 27, at 2:00 p.m. as part of the summer reading program events.

-There will be two high school related events scheduled for July. They are: "What to Take to College" with Trey Cobin and 'Preparing for the ASVAB' presented by an Air Force recruiter.

-Adult Coloring will take place on the last Thursday of every month at 6:00 p.m.

-A kids' movie is scheduled for Monday, July 24, at 5:00 p.m. June's movie night had 17 in attendance.

### **Changes & News**

-New icons are to be placed for the Zinio database.

-There are 40 children registered for the summer reading program with ninety hours of reported reading.

-Plans are being made to offer an after-school tutoring program.

-Need to transfer money from the reserve account to operational account in order to cover costs from air conditioner repairs and the tables located in reading area. This requires a signature from one of the Banterra Bank account signatories.

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

-Kristina completed the cataloging continuing education requirements.

-On-going goals include: classification cleanup; inventory of materials; working on donations; promoting summer reading program events; planning for pre-school outreach program; and setting a meeting date to work on policy manual.

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** Larry Underwood put together another packet of grants.

**PERSONNEL:** None

**POLICY:** Gail Durkota will be scheduling a meeting with the policy committee to update the policy manual.

**BUILDING & GROUNDS:** Betty Eastman announced there were a lot of photos entered for the summer photo gallery.

**LONG RANGE PLANNING:** Carol Downs will be working on a survey to identify the interests of patrons using the library.

**PROMOTION & PUBLICITY:** Sarah Doerner promoted the summer photo gallery through the Du Quoin Call and will submit a picture taken at the photo gallery reception.

**GENEALOGY COMMITTEE:** Elizabeth Wall is working a lot with patrons on genealogy.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

-A motion to accept the bid from the Marion Glass & Mirror Inc. for the windows' project was made by Betty Eastman and seconded by Gail Durkota. Motion approved.

-Kristina discussed the upcoming Per Capita FY2018 requirements. She included in the board packet two of the five chapters that trustees are to read by the next board meeting.

-Kristina volunteered to be the annual Open Meetings Act (OMA) Designee to receive training.

**ADJOURNMENT:**

Vice president Sarah Doerner adjourned the meeting at 7:45 p.m. The next meeting will be scheduled for Monday, August 14, at 6:30 p.m.

Respectfully submitted,

*Barbara Croessman*