

**Du Quoin Public Library Board of Trustees Minutes  
June 12, 2017**

Vice president Sarah Doerner called to order the meeting of the Du Quoin Public Library Board of Trustees on June 12, 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**

Sarah Doerner led the board and staff in the "Pledge of Allegiance to the Flag" following her call to order.

**ATTENDANCE**

Roll call was collected by Leanna Leek.

Members present: Joyce Calvert, Sarah Doerner, Carol Downs (arrived at 6:45 p.m.), Gail Durkota, Betty Eastman, Jacob Emling, Leanna Leek, and Larry Underwood.

Members absent: Joy Upton

Library staff present: Kristina Benson

Guests present: None

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes of the May 8, 2017 meeting were reviewed. A motion to approve the minutes as written was made by Betty Eastman and seconded by Larry Underwood. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the May 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 June 2017 was made by Jacob Emling and seconded by Gail Durkota. Motion approved.

**LIBRARIAN'S REPORT:**

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

**Grants & Donations**

-The E-Rate form 471 was sent. With the beginning of a new contractual year with Clearwave, there will be a slight increase in the bill.

-The library was awarded \$4,709.12 from the Per Capita FY2016 grant. The money will be spent on electronic access, programming, materials, and personnel by the June 30 deadline.

-Applying for a community grant with our local Wal-Mart is being considered in order to replace the television and entertainment stand in the children's area.

-The following required steps for the Live & Learn Construction Grant are: reviewing an advertisement with the Board of Trustees; placing an agreed upon advertisement with local newspapers; submitting a quarterly review to the Illinois State Library after June 30; reviewing bids and awarding the project at the July meeting; and submitting the awarded bid back to the Illinois State Library. Work on the project can begin late July or through August.

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

-The following events scheduled for June at the library include: a lecture about the Civilian Conservation Corps with guest speaker Kay Rippelmeyer on Thursday, June 15, at 6 p.m.; 'Movie Night' on Monday, June 19; 'Stomp Rockets' on Tuesday, June 20, at 2 p.m.; and 'WordPress for Business' seminar with guest speaker Rodney Deutschmann on Thursday, June 22, at 6 p.m.

-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.

-Kristina has completed 12 cataloging hours as of June 12. Fifteen hours need to be completed by June 30 in order to maintain the library's cataloging classification. On June 30, all new records will be Resource Description and Access (RDA) compliant. RDA is a new standard in cataloging that is replacing Anglo-American Cataloging Rules, 2nd Edition (AACR2). The library will be purchasing some books outlining these new guidelines.

### **Changes & News**

-The Zinio contract will change to RBI Digital Gateway.

-Sherry DeAngelo's last day working with John A. Logan Family Literacy will be June 30.

-There are 25 children registered for the summer reading program with twenty-five hours of reported reading.

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

-On-going goals include: classification cleanup; inventory of materials; and a summer yard sale.

-Kristina will not be attending the 2017 American Library Association Conference in Chicago on June 22-27.

-All library staff, board of trustee members and friends are invited to attend the 2017 Annual IHLS meeting on Tuesday, June 20 at 4 p.m. at the Carbondale office. Light refreshments will be provided.

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** Larry Underwood gave Kristina a new packet of grants.

**PERSONNEL:** None

**POLICY:** Gail Durkota will be working on updating the policy manual that will include a new outreach committee.

**BUILDING & GROUNDS:** Betty Eastman announced that the theme for the summer photo gallery is "Sports". Photos need to be submitted by July 7. There will be a reception held for the new photo display on July 10 at 6 p.m.

**LONG RANGE PLANNING:** None

**PROMOTION & PUBLICITY:** None

**GENEALOGY COMMITTEE:** None

**OLD BUSINESS:**

-It was decided not to pursue the "StoryWalk" project due to concerns over liability.

-Kristina announced there will be guest speakers coming to the library as part of the high school college-bound series. Policy chairman, Gail Durkota, will include an outreach committee in the new set of policies.

-A motion to retain the \$30 non-resident library card fee was made by Gail Durkota and seconded by Carol Downs. Motion approved.

**NEW BUSINESS:**

-A discussion was held concerning an advertisement to solicit bids for the windows' project.

-A discussion was held concerning policy clarification of adult computer usage.

**ADJOURNMENT:**

Vice president Sarah Doerner adjourned the meeting at 7:55 p.m. The next meeting will be scheduled for Monday, July 10, at 6:30 p.m.

Respectfully submitted,

Leanna Leek