

**Du Quoin Public Library Board of Trustees Minutes  
May 8, 2017**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on May 8, 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 Leanna Leek.

Members present: Joyce Calvert, Sarah Doerner, Carol Downs, Betty Eastman, Leanna Leek, and Joy Upton.

Members absent: Gail Durkota, Jacob Emling and Larry Underwood

Library staff present: Kristina Benson

Guests present: Chanda Green

**APPROVAL OF MINUTES/CORRECTIONS:**

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

**FINANCIAL REPORT:**

A motion to accept the April 2017 City Financial Report subject to review was made by Sarah Doerner and seconded by Joyce Calvert. Motion approved.

A motion to pay the bills for May 2017 was made by Leanna Leek and seconded by Carol Downs. Motion approved.

**LIBRARIAN’S REPORT:**

Kristina Benson, Library Director, distributed her monthly report for April 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 filed.

-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 meeting.

**Events, Outreach, and Training**

-Kristina welcomed over one hundred second graders to the library during their field trip on Friday, April 28. The children also visited City Hall, the police station, and Main Street T's.

-May events at the library include: story times on Saturdays, Outdoor Photography Boot Camp on May 13 from 1:00 to 3:00 p.m., Veteran's Job assistance on May 16 at 11:00 a.m. and SIU-C School of Music's "Classics for Kids" concert on May 31 at 10:00 a.m.

-The library will be closed on May 29 for Memorial Day.

### **Changes & News**

-Polaris recently had an upgrade that includes a new feature that gives a tally of how much patrons save by utilizing the library.

-A new printer Screwdriver program was installed.

-The Library of Arts donated a round table to the library that will be used as a Wi-Fi station.

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

-On-going goals include: classification cleanup; beginning an inventory of materials; cataloging continuing education; and sending bills for lost items to other libraries.

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** There is a possibility of purchasing a large amount of DVDs for a nominal price for the library.

**PERSONNEL:** None

**POLICY:** None

**BUILDING & GROUNDS:** None

**LONG RANGE PLANNING:** None

**PROMOTION & PUBLICITY:** None

**GENEALOGY COMMITTEE:** None

### **OLD BUSINESS:**

Kristina announced that registration for the summer reading program begins May 1. This year's theme is "The Sky's the Limit".

In other business, the State is processing the payment the library received from the Live & Learn Construction Grant.

Also, Kristina reported that three laminated books will be placed in area businesses for the 'StoryWalk ' project.

**NEW BUSINESS:**

There was an ongoing discussion concerning a co-op with the high school regarding college bound students. It was decided to select a committee and search for instructors to help with test preparation.

The non-resident fee will be under consideration at the June meeting.

A motion to purchase two side tables was made by Betty Eastman and seconded by Joyce Calvert. Motion approved.

**ADJOURNMENT:**

President Upton adjourned the meeting at 7:25 p.m. The next meeting will be scheduled for Monday, June 12, at 6:30 p.m.

Respectfully submitted,

Leanna Leek