

**Du Quoin Public Library Board of Trustees Minutes  
November 13, 2017**

Vice president Sarah Doerner called to order the meeting of the Du Quoin Public Library Board of Trustees on November 13, 2017, at 6:32 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: Sarah Doerner, Gail Durkota, Betty Eastman, Jacob Emling (arrived at 6:55 p.m.), Leanna Leek, and Larry Underwood.

Members absent: Joyce Calvert, Carol Downs, and Joy Upton

Library staff present: Kristina Benson

Guests present: None

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes of the October 9, 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 October 2017 City Financial Report subject to review was made by Gail Durkota and seconded by Larry Underwood. Motion approved.

A motion to pay the bills for November 2017 was made by Larry Underwood and seconded by Gail Durkota. Motion approved.

**LIBRARIAN’S REPORT:**

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

**Grants & Donations**

- E-Rate is applying credit to the library’s account in quarterly increments.

Clearwave sent a check to reimburse the library for last year’s total of \$2,880.

- The board and staff have fulfilled the requirements for the Per Capita FY2018 grant. The application is due in January. The library has not yet received a payment of \$4,743.27 that is to be spent by the June 30, 2018, deadline.

**Events, Outreach, and Training**

-Events at the library for November are: Silent Book Club, Friday Garage Day, Retro-Library evening, Monday Movies, Book Art Club, Adult Coloring, homework help and Saturday story times at 10:00 a.m.

-High school students are volunteering to help with the inventory.

-Family Reading Night is scheduled for Thursday, November 16. A performer from Barnum & Bailey has been scheduled through Elsenpeter Productions. Also, there will be carnival games, a story time, and popcorn for those attending.

-The library will close on Thursday, November 23, and Friday, November 24.

-The DAR has suggested providing a volunteer genealogy tutor to help patrons one afternoon a week for one month.

### **Changes & News**

-Lazerware gave the library a quote for the XP computer replacements. The time frame on receiving and installing the new computers is one month. Also, the SAM software will be updated that will help keep track of patron usage.

-The library received a refund of \$275.00 for unused FY2015 annual fees.

-Other areas of concern are: adding a diaper changing station to both restrooms; service dogs vs. emotional support animals; dealing with patrons who have insect infestations; and non-resident cards.

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

-On-going goals include: classification cleanup; inventory of materials; policy manual re-write; meeting with strategic planning committee, completing ILLINET Survey that is due March 2018; and weeding adult fiction.

**FINANCE COMMITTEE:** Jacob Emling reported that the committee met regarding the 2018 proposed budget.

**GRANTS COMMITTEE:** Larry Underwood gave another packet of potential grants to Kristina.

**PERSONNEL:** Leanna Leek will go over the library director's evaluations later in the meeting.

**POLICY:** Gail Durkota stated revisions are on going.

**BUILDING & GROUNDS:** Betty Eastman reported the committee is staying on top of the library's leakage issue.

**LONG RANGE PLANNING:** None

**PROMOTION & PUBLICITY:** Sarah Doerner mentioned the recent newspaper articles about the library.

**GENEALOGY COMMITTEE:** Leanna Leek and Larry Underwood reported that shelving needs to be built for the storage of the Du Quoin Evening Call archives.

**OLD BUSINESS:**

Kristina reviewed the results from the 2017 Community Needs Survey that were included in the board packet.

In other business, personnel chairman, Leanna Leek, gave an overview of the library director's evaluations that she received from the board of trustees. Kristina discussed her goals for the upcoming year with emphasis on marketing and income.

**NEW BUSINESS:**

A motion to accept the proposed 2018 was made by Betty Eastman and seconded by Gail Durkota. Motion approved.

**ADJOURNMENT:**

**Vice** president Sarah Doerner adjourned the meeting at 7:45 p.m. The next meeting will be scheduled for Monday, December 11, at 6:30 p.m.

Respectfully submitted,

*Leanna Leek*