

**Du Quoin Public Library Board of Trustees Minutes
October 9, 2017**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on October 9, 2017, at 6:27 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

Kristina Benson 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, Jacob Emling, Leanna Leek, Larry Underwood, and Joy Upton.

Members absent: Gail Durkota

Library staff present: Kristina Benson

Guests present: None

APPROVAL OF MINUTES/CORRECTIONS:

The minutes of the September 11, 2017 meeting were reviewed. A motion to approve the minutes as written was made by Betty Eastman and seconded by Joyce Calvert. The minutes will be filed as printed.

FINANCIAL REPORT:

A motion to accept the September 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 October 2017 was made by Larry Underwood and seconded by Jacob Emling. Motion approved.

LIBRARIAN'S REPORT:

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

Grants & Donations

- Discounts from E-Rate have been credited to the library's account for a savings of \$3,000.
- The final requirements for the Per Capita FY2018 grant will be discussed at this meeting. The library staff will review and discuss Chapter 12 on Safety and Security. The application is due in January.
- For the next E-Rate cycle, Category Two funding will be explored for rewiring the library.

-The final financial report and narrative for the Live & Learn Construction Grant were submitted to the Illinois State Library. Tonight's plaque dedication and reception fulfill the requirements for the window replacement grant.

Events, Outreach, and Training

-Events at the library for October are: Silent Book Club (designing pumpkin books), Friday Garage Day, Retro-Library evening, Monday movies, Book Art Club, Adult Coloring, homework help and Saturday story times at 10:00 a.m.

-Several groups of teenagers are stopping by the library after school to study.

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

-On Monday, October 23, at 12:30 p.m., the library will host a local Pre-K program.

-Family Reading Night is scheduled for Thursday, November 16. Activities will be geared around a circus theme that include face painting, a balloon artist, carnival games, and popcorn.

-Kristina will walk in the annual Du Quoin Halloween parade dressed as the 'Book Fairy'. She will hand out bookmarks from Demco/ILA Graphics as favors.

Changes & News

-The library has received the first installment of property taxes.

-Three XP computers will need to be replaced this year. This is part of a technology replacement plan that was established last year.

Upcoming Goals & Due Dates:

-On-going goals include: budget committee submitting budget to be approved in November for transfer to City in December; classification cleanup; inventory of materials; policy manual re-write; community survey will run through October with results compiled for the November meeting; and the ILLINET survey that is due in March 2018 is halfway completed.

FINANCE COMMITTEE: None

GRANTS COMMITTEE: Larry Underwood compiled another stack of grants for Kristina to search.

PERSONNEL: None

POLICY: None

BUILDING & GROUNDS: Betty Eastman brainstormed the following photo ideas for next year's exhibitions: light; line; pattern; and shape.

LONG RANGE PLANNING: None

PROMOTION & PUBLICITY: None

GENEALOGY COMMITTEE: None

OLD BUSINESS:

The library director's evaluations will be discussed at the next meeting.

NEW BUSINESS:

None

ADJOURNMENT:

President Joy Upton adjourned the meeting at 7:25 p.m. The next meeting will be scheduled for Monday, November 13, at 6:30 p.m.

Respectfully submitted,

Leanna Leek