

**Du Quoin Public Library Board of Trustees Minutes  
September 11, 2017**

President Joy Upton called to order the meeting of the Du Quoin Public Library Board of Trustees on September 11, 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**

President Upton 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, Gail Durkota, Betty Eastman, Leanna Leek, Larry Underwood, and Joy Upton.

Members absent: Jacob Emling

Library staff present: Kristina Benson

Guests present: Chanda Green

**APPROVAL OF MINUTES/CORRECTIONS:**

The minutes of the August 14, 2017 meeting were reviewed. A motion to approve the minutes as written was made by Betty Eastman and seconded by Sarah Doerner. The minutes will be filed as printed.

**FINANCIAL REPORT:**

A motion to accept the August 2017 City Financial Report subject to review was made by Gail Durkota and seconded by Joyce Calvert. Motion approved.

A motion to pay the bills for September 2017 was made by Carol Downs and seconded by Betty Eastman. Motion approved.

**LIBRARIAN’S REPORT:**

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

**Grants & Donations**

- Discounts from the E-Rate have not yet been credited to the library’s account.
- To fulfill the requirements for the Per Capita FY2018 grant, the final chapters for review are in each trustee’s packet. During the October meeting trustees will view a training film on library safety. The library staff will review and discuss Chapter 12 on Safety and Security. The application is due in January.
- The library participated in this year’s Lazerware tee-shirt competition, but was not selected as one of the winners.

-The final report and narrative for the Live & Learn Construction Grant will be submitted this month. It is not known when the library will receive payment from the state, however the payment is guaranteed. Until then, the library is working with Tami Burdel, deputy city clerk, on the best course of action to pay the contractor.

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

-Events at the library for September 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.

-Several groups of teenagers are stopping by the library to study and watch TV before heading home at 5:00 p.m.

-Several high school students in the government classes and NHS are volunteering at the library.

-Kristina read to approximately 60 children at the Elementary School's Family Reading Night on Thursday, September 7. This year's theme was on camping.

### **Changes & News**

-The library has transferred funds from the reserve account to the operating accounting because payment of property taxes is late this year.

-A community survey will be distributed this month.

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

-On-going goals include: budget committee meeting; classification cleanup; inventory of materials; policy manual re-write; community survey; and ILLINET survey.

**FINANCE COMMITTEE:** None

**GRANTS COMMITTEE:** Larry Underwood submitted another packet of grants.

**PERSONNEL:** The library director's evaluation form is to be completed and returned to Leanna Leek before the October meeting.

**POLICY:** Gail Durkota met with Kristina to work on the policy manual. Any new policies will be effective January 1, 2018.

**BUILDING & GROUNDS:** A discussion was held on the completion of the new windows. The trustees thanked Kristina for the success of the project.

**LONG RANGE PLANNING:** Carol Downs announced that the library survey is ready to be distributed.

**PROMOTION & PUBLICITY:** Sarah Doerner will contact the newspaper inviting the public to submit photos of pets for the gallery. There will be a reception on Monday, October 9, at 6:00 p.m. to meet the photographers and view their work.

**GENEALOGY COMMITTEE:** Leanna Leek is checking prices for newspaper database.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

A motion to approve the community survey was made by Joyce Calvert and seconded by Gail Durkota. Motion approved.

**ADJOURNMENT:**

President Joy Upton adjourned the meeting at 7:28 p.m. The next meeting will be scheduled for Monday, October 9, at 6:30 p.m.

Respectfully submitted,

*Leanna Leek*