

Du Quoin Public Library Board of Trustees Minutes
October 2024

The Du Quoin Public Library Board of Trustees meeting on October 14, 2024, was called to order by Board President, Leanna Gray, at 6:32 p.m. at the Du Quoin Public Library.

PLEDGE OF ALLEGIANCE TO THE FLAG

Angelina Mabrey led the Board and staff in the “Pledge of Allegiance” following the Call to Order

ATTENDANCE

Roll was called by Board Secretary, Paula Myers.

Members present: Paula Myers, Rose Alongi, Leanna Gray, La Tasha Baxter, Janice Wilbanks and Carol Downs

Staff present: Angelina Mabrey

Guests present: None

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

APPROVAL OF MINUTES

Minutes for the September 2024 meeting were filed as written. A motion was made by Rose and seconded by La Tasha to approve the minutes. Minutes approved.

FINANCIAL REPORT

The financial report for September 2024 as provided by the City was reviewed. Motion to accept the financial report subject to audit was made by Janice and seconded by Leanna. All approved.

October 2024 bills were discussed. Motion to pay the October 2024 Library bills was made by Carol and seconded by Rose. All in attendance approved.

LIBRARIAN’S REPORT (Angelina Mabrey)

- Angelina asked permission for the Library to close on Wednesday, October 30 @ 4:30 p.m. in order for staff to prepare for the annual Halloween Parade. La Tasha made a motion and Janice seconded and all approved.
- It was noted that there was an increase in non-residents’ purchasing cards, totaling up to \$450.00 for the month.
- Another month that circulation statistics have exceeded goals.
- High numbers visited the Library for the month. I.e., Preschool visit-36, five Chair Exercise Classes-94, Holocaust VR- 25.
- Brittany has designed a logo for the new sale of book totes for the Library. Seventy-five bags have been ordered and will sell for \$20. Proceeds will go towards supporting programs.
- Upcoming Programs will include puzzle table, hidden Waldos, participation in the October 2024 Halloween Parade, and Library Crawl.
- The Library Crawl had 20 visitors early in the month. Visitors received candy, a bookmark & free books!
- The Chester Public Library donated four cushioned chairs. A great gift.

- The chore of putting barcodes on materials has been ongoing. Volunteers were very helpful, and the use of a borrowed duplicator was a great help. The duplicator had to go back but will be used again in the future.
- Angelina has asked that money be transferred from the reserve account to the operating account in the amount of \$5,000.00. Leanna made a motion to transfer funds and Carol seconded. All approved.

FINANCE: Luke – NA

GRANTS COMMITTEE: Rose-Nothing to report.

PERSONNEL COMMITTEE: Paula-Will give a report regarding the Librarian Director's evaluation during Executive Session.

POLICY COMMITTEE: Gail – NA

BUILDING & GROUNDS: Janice-Nothing to report.

LONG RANGE PLANNING: Carol-Nothing to report.

PUBLICITY & PROMOTIONS: La Tasha – Reported that she is bringing her DHS class for a Library tour on Oct. 17

GENEALOGY COMMITTEE: Leanna-Nothing to report.

OLD BUSINESS

Serving Our Public 4.0 Chapters 5-8 were reviewed.

NEW BUSINESS & REMINDERS

Serving Our Public 4.0 Chapters 9-13 will be reviewed in the November meeting.

The 2025 budget, 2025 Holiday closures and 2025 Board Meeting dates will be discussed and established at the November meeting.

EXECUTIVE SESSION

A motion was made by Leanna and seconded by Janice to enter the Executive Session. All approved. Motion to exit Executive Session was made by La Tasha and seconded by Rose. All approved. Returned to open session.

ADJOURNMENT

Meeting was adjourned by Carol at 7:15 p.m. Next meeting will be Monday, November 11, 2024, at 6:30 p.m.

Recorded by:

Paula Myers

Du Quoin Library Board Secretary