

**Du Quoin Public Library Board of Trustees Minutes
July 13, 2020**

The Du Quoin Public Library Board of Trustees June 8th, 2020 meeting was called to order by Vice-President Sarah Doerner at 6:38 p.m. via in-person, online and telephonic attendance due to the Covid-19 pandemic.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:

Sarah Doerner led the Trustees in the recitation of the “Pledge of Allegiance to the Flag” following the call to order.

ATTENDANCE

Roll call was collected by Leanna Leek.

Members present: Joyce Calvert Phone, Sarah Doerner In-person, Carol Downs In-person, Gail Durkota Zoom, Leanna Leek In-person, Betty Eastman Phone, Harold Calderon In-person.

Members absent: Jacob Emling

Library staff present: Kristina Benson

Guests present: None

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

APPROVAL OF MINUTES:

Minutes for the June 8th, 2020 meeting were filed as written. Motion was made by Carol Downs and seconded by Harold Calderon.

FINANCIAL REPORT:

The financial report for June 2020 as provided by the City was reviewed. Motion to accept the Financial Report as written subject to audit was made by Betty Eastman and seconded by Sarah Doerner. Motion carries.

Motion to pay the June, 2020 Library bills was made by Leanna Leek and seconded by Sarah Doerner. Motion carries.

LIBRARIAN'S REPORT:

-Grant updates include: E-Rate cycle is complete, Per Capita FY2019 has been expended, Per Capita FY2020 award letter has been received but check has not arrived. Other grants considered include Women’s Suffrage, ALA Connects, and a NASA.

-Summer Reading Program’s 25 weekly craft bags are well received.

-Library book sale will be hosted in Keyes Park Saturday, July 25th from 10 am to 2 pm.

-Gene Gallmeister Exhibit will be installed this month and remain for the quarter.

- All delivery items are being quarantined for 72 hours prior to pick-up for delivery.
- Libraries are still waiting on procedures from the Illinois State Library to implement the new Cards for Kids Non-resident waivers.
- Saturday hours have temporarily been shortened to 9 am to Noon due to mandatory masking requirements and staff working the shifts alone.
- New authorized signatures are necessary on the Banterra reserve account. Jacob and the new president will need to collect library minutes appointing them to the positions and inquire at the Banterra bank. Stephanie Cravens might also have to re-sign.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None to report.

GRANTS COMMITTEE: None to report.

PERSONNEL COMMITTEE: None to report.

POLICY COMMITTEE: None to report.

BUILDING AND GROUNDS: Betty will notify the newspaper regarding the photo exhibit.

LONG RANGE PLANNING: None to report.

PUBLICITY AND PROMOTIONS: None to report.

GENEALOGY COMMITTEE: None to report.

NEW BUSINESS:

Angelina Mabry will be seated as the new library trustee to fulfill the remainder of Joy Upton's term. Due to a planned absence, the oath of office and welcoming of the new trustee is tabled until the next meeting.

Motion to nominate Sarah Doerner as President of the Du Quoin Public Library's Board of Trustees is made by Leanna Leek and seconded by Carol Downs. Motion passes unanimously. Election for the vacated seat of Vice-President will occur at the upcoming meeting.

Library Board selected a new graphic design for library cards.

Library Board selected a countertop for the central computer station rebuild around the post.

Discussion of procedures for a two week quarantine & library closure should a library staff member test positive for Covid-19 and a three-day isolation if employees come in contact with a positive patron.

ADJOURNMENT:

A meeting is adjourned by Kristina through in-person, phone conference, and Zoom. at 7:19 p.m.

Respectfully submitted,
Leanna Leek