

**Du Quoin Public Library Board of Trustees Minutes
September 21st, 2020**

The Du Quoin Public Library Board of Trustees September 21st, 2020 meeting was called to order by President Sarah Doerner at 6:35 p.m. via in-person, telephonic, and electronic attendance due to the Covid-19 pandemic.

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

President 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 Kristina Benson.

Members present: Sarah Doerner in-person, Betty Eastman phone, Harold Calderon computer, Angelina Mabrey in-person, Carol Downs in-person.

Members absent: Joyce Calvert, Gail Durkota, Jacob Emling, Leanna Leek

Library staff present: Kristina Benson

Guests present: None

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

APPROVAL OF MINUTES:

Minutes for the August 10th meeting were filed as written. Motion was made by Angelina Mabrey and seconded by Harold Calderon.

FINANCIAL REPORT:

The financial report for August 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 September, 2020 Library bills was made by Carol Downs and seconded by Angelina Mabrey. Motion carries.

LIBRARIAN’S REPORT:

- Grant updates include: E-Rate cycle begins again in January. Per Capita FY2020 check for \$7636.25 has been received. Deadline to expend is June, 2021. A grant was submitted requesting \$500 for a hand-sanitizing station and masks to the Illinois State Library. A Back to Books grant requesting \$2000 for manga purchases will be submitted prior to the September 30th deadline.
- The library spent two weeks of September in quarantine due to surgeries and Covid exposure.
- Quarantine of all library inter-library loan materials has been increased to 7 days. IHLS will pick up items daily and store items during the quarantine period.

-Upcoming: Jacob & Sarah placed on reserve account, transfer of money from the reserve account to the operating account.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEE: None to report.

GRANTS COMMITTEE: Harold instructed the Board on the I Love My Librarian annual award sponsored by ilovelibraries.org as an opportunity to market to our patrons.

PERSONNEL COMMITTEE: None to report.

POLICY COMMITTEE: None to report.

BUILDING AND GROUNDS: None to report.

LONG RANGE PLANNING: None to report.

PUBLICITY AND PROMOTIONS: None to report.

GENEALOGY COMMITTEE: None to report.

OLD BUSINESS:

The Library Board discussed Chapters 1-3 from the *Serving our Public 4.0*.

NEW BUSINESS:

Chapters 4-6 of the *Serving our Public 4.0* were distributed to review prior to discussion at the October 12th, 2020 scheduled meeting.

The form for the annual Library Director's evaluation was distributed with instructions to complete and return to Leanna Leek, head of the personnel committee.

ADJOURNMENT:

A meeting is adjourned by Kristina through in-person and phone conference at 7:20 p.m.

Respectfully submitted,
Kristina Benson