

**Quincy Public Library
Board of Trustees Meeting
April 12, 2016
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, April 12, 2016, with Christopher Pratt presiding. Trustees present: Lynn Niewohner, Jody Steinke, Judy Crocker, Pam Rein, Dwain Preston, Terri Heinecke, and Angela Ketteman. Trustees absent: Kathy Citro. Others present: Nancy Dolan, Pam Clow, Katie Kraushaar, Kim Akers, and Ron Upper – TQ Liaison.

I. APPROVAL OF AGENDA

Lynn Niewohner moved to approve the agenda as presented. Pam Rein seconded and the motion carried.

II. APPROVAL OF MINUTES

Nancy Dolan requested that the dates of the Friends Spring Book Sale in the Library Report be corrected to read, “April 7, 8, and 9, 2016.” Judy Crocker moved to approve the minutes from the March 8, 2016, meeting as revised. Jody Steinke seconded and the motion carried.

III. PRESIDENT’S COMMENTS

President Christopher Pratt announced that it is National Library Week and National Library Workers Day. He stated that the Board appreciates the staff and thanked them for all they do to keep the Library running. He noted that Nancy Dolan, Katie Kraushaar, and Pam Clow provided lunch for the staff.

IV. RECOGNITION OF CORRESPONDENCE

Six comments from the patron suggestion box were included with the correspondence. Christopher Pratt noted that, in the past, a bulletin board was placed near the suggestion box where the suggestions were posted along with responses. He asked if something like that could be installed near the suggestion box. Nancy Dolan stated that she replies to all suggestions that ask to be contacted. Other correspondence included thank you letters from the students at Washington School, a letter from the Quincy Human Rights Commission thanking the Library for the Black History Month events, a thank you letter from a patron, a letter to the editor of the Quincy Herald-Whig about the Black History Month events, an editorial from the St. Louis Post Dispatch about funding libraries, an email thanking the Library for the newspaper archive, a note complimenting and thanking Judy Decker for her assistance in the children’s area, and a thank you note to Katie Kraushaar and Jeraca Fite for their assistance with the Quincy Art Center collection. A letter from Secretary of State Jesse White was also received awarding the Library a Per Capita Grant in the amount of \$31,321.95 or \$.77 per person. Ms. Dolan noted that this amount is significantly less than last year’s grant of \$50,791.25 or \$1.25 per person. TQ also received their Per Capita Grant award in the amount of \$8,572.62, which is also less than last year’s amount of \$13,901.25. Ms. Dolan noted that because these grants were awarded so late in the fiscal year, they will not be received until FY16/17.

V. PUBLIC COMMENTS

There were no comments from the public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report—Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of March 31, 2016, was \$866,959.44. The balance in the Illinois Funds account was \$53,422.16. The total assets were \$920,606.60. The total liabilities were \$82,862.05. Nancy Dolan reported that the Library currently uses the Illinois Fund E-Pay account to accept credit cards. They recently changed banks and will now be charging a \$10 per month fee in addition to the regular credit card fees. She and Ms. Niewohner discussed the situation and agreed to move away from the IL Funds E-Pay account and use Square to accept credit cards. The Library already has a Square account and the necessary equipment to start using it immediately. The funds are deposited directly into the Library's Homebank checking account and all fees are deducted from that same account. Ms. Dolan noted that the Square option does not allow for online payments, but those are very rare and can be handled over the phone. She stated that the fees will be slightly less than with the E-Pay account, plus the Library will not have to pay the additional \$10 per month fee. The Board agreed this was a good solution and a less expensive way to continue to accept credit cards from the public.

B. Circulation and Event Statistics Report

Nancy Dolan reported that circulation of children's materials are up, most likely because of the school delivery program, while the rest of the figures are down this month. TQ circulation figures for young adult, children, and outreach patrons were also up this month. Ms. Dolan noted that some of these drops can be attributed to the early Easter holiday. Most of the statistics are on par with last fiscal year. Use of the digital collection of ADML, Hoopla, Tumblebooks, and Flipster show significant increases over last fiscal year. Use of the computers continues to decrease, but Ms. Dolan believes use of the wireless on personal devices is on the rise. There was an average of 447 people visiting the Library in March. This includes Sundays and the days closed for Easter. Program attendance at all age levels is up considerably over last fiscal year. Ms. Dolan noted that 444 items were utilized in the Illinois Room in March – 212 print, 157 microfilm, and 16 from the vertical files.

C. Library Report—Nancy Dolan

Nancy Dolan reported that repairs were made to the light pole in the patron parking lot and the fire doors. High winds on April 2 caused problems with electrical wires, which caused the lights to flicker in the Library. This damaged the Uninterruptible Power Supply for the children's computers and caused the refrigerator in the kitchenette to stop working. The power went out completely the afternoon of April 7, but was restored within 45 minutes. This power outage damaged the second UPS for the rest of the building and the computer in the staff room. Two new power supplies have been ordered. The Library has started an adult coloring club once a month that has been very well received. Coloring has been proven to be an easy way for adults to relax and concentrate on something less stressful than their daily lives. The Library is hosting a Quincy Chamber of Commerce Business Before Hours at 7:00 a.m. on Thursday, April 28. There will be tours, descriptions of services offered, a light breakfast, and prizes. The following

Saturday, the Library's Book Cart Drill Team will once again make an appearance in the annual Dogwood Parade. Ms. Dolan announced that the Campaign Committee has created a new marketing campaign entitled, "I Can @ the Library," which will highlight all of the various services the Library offers to the public. Farrah McDaniel and Jeraca Fite recently became notaries, increasing the number of staff notaries to six. The Friends held their annual Spring Book Sale on April 7, 8, and 9. They raised approximately \$2,700. Secondhand Prose saw an increase in sales in March with a total of over \$2,500 for the month. At their April 12 meeting, the Friends approved donations to the Library for the purchase of new young adult shelving, audio/visual shelving, and the annual movie license fee. Ms. Dolan reported that Judy Decker is out on medical leave until the middle of May, and Gayle Bugger will retire on April 14 after 26 years at the Library.

Alexis Bergman was absent. Nancy Dolan reported that the teens attended a *Wheel of Movies* movie trivia day on March 12 and a *Sewing on the Edge* workshop on April 9.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending March 31, 2016, was distributed to the Board for approval. There being no discussion, Lynn Niewohner moved to approve the report in the amount of \$83,025.64. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet.

C. Building & Grounds – Jody Steinke: Jody Steinke reported that the Building and Grounds Committee did not meet.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee did not meet.

E. Policy – Lynn Niewohner: Lynn Niewohner reported that the Policy Committee did not meet.

F. Ad Hoc-Branch – Angela Ketteman: Angela Ketteman reported that the Ad Hoc-Branch Committee did not meet. Nancy Dolan stated that the staff have gathered all of the necessary information about the smaller book vending machines. Ms. Ketteman asked that a meeting be scheduled to discuss this information.

VIII. UNFINISHED BUSINESS

A. Discussion and Approval of Library Summer Hours. During the discussion about summer hours at the March meeting, the Board requested that the patrons be surveyed for their opinions about what summer hours they prefer. Nancy Dolan reported that after surveying the staff and patrons, both groups overwhelmingly preferred the traditional summer hours of Mondays 9:00 a.m. to 8:00 p.m., Tuesday through Thursday 9:00 a.m. to 6:00 p.m., Fridays and Saturdays 9:00 a.m. to 5:00 p.m. and closed on Sundays. There being no discussion, Lynn Niewohner moved to approve the summer hours starting on Tuesday, May 31, 2016, and running until Labor Day. Angela Ketteman seconded and the motion carried. Ms. Dolan stated that she will be looking at hours again

before Labor Day and discussing this topic with the Board.

IX. NEW BUSINESS

A. Community Foundation Grant Application. Nancy Dolan reported that the Library is applying for a grant from the Community Foundation to help subsidize the Little Read. One of the grant requirements is either a letter from the governing Board approving the application or approval recorded in the Board's minutes. There being no further discussion, Dwain Preston moved to approve the Community Foundation Grant Application. Pam Rein seconded and the motion carried.

B. Appointment of Nominating Committee. Kim Akers informed the Board that the terms of Kathy Citro and Jody Steinke will be expiring in July of 2016. Christopher Pratt asked Dwain Preston and Pam Rein if they would serve with him on the Nominating Committee. The committee will ask Ms. Citro and Mr. Steinke if they would like to remain on the Board. If so, no action is needed. If either of them is resigning their seat, the committee needs to recommend a replacement whose name will then be submitted to the Mayor for appointment to the Board. The committee also needs to recommend a slate of officers for FY16/17. The committee may report in May and make a formal recommendation for seats and officers at the June meeting. The slate of officers will be approved at the July 12, 2016, annual meeting. If new Board Members are seated, they will be sworn in at the beginning of the July 12, 2016, regular meeting.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

XI. EXECUTIVE SESSION

Jody Steinke moved that the Board adjourn into Executive Session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s). Angela Kettelman seconded and the regular meeting adjourned at 6:31 p.m. Only QPL Board Members were invited to remain.

Judy Crocker moved that the Board reconvene into regular session. Dwain Preston seconded and the Executive Session adjourned at 7:08 p.m.

There being no further discussion, Lynn Niewohner moved to adjourn the regular meeting. Pam Rein seconded and the meeting was adjourned at 7:09 p.m.

Respectfully submitted,
Kimberly Akers