

**Quincy Public Library  
Board of Trustees Meeting  
April 10, 2018 (revised 5/8/18)  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, April 10, 2018, with Dwain Preston presiding. Trustees present: Judy Crocker, Pam Rein, Lynn Niewohner, Angela Ketteman, Tom Ernst, and Beth Young. Trustees absent: Christopher Pratt and Kathy Citro. Others present: Michael Hall – TAB Representative, Ron Upper – TQ Liaison, Nancy Dolan, Kim Akers, Bobbi Mock, and Katie Kraushaar.

**I. APPROVAL OF AGENDA**

Beth Young moved to approve the agenda as presented. Tom Ernst seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Ketteman moved to approve the minutes from the March 13, 2018, meeting as presented. Lynn Niewohner seconded. Nancy Dolan asked that Committee Reports – B. Finance be revised to reflect that the additional **collection development** contribution from the TQ Board will be \$190,000 if taken over two years or \$120,000 if taken over four years. **Those amounts include the current collection development contribution from TQ of \$50,000.** Angela Ketteman moved to approve the revised minutes. Lynn Niewohner seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

Vice President Dwain Preston welcomed everyone to the meeting, and said that President Christopher Pratt was sick.

**IV. RECOGNITION OF CORRESPONDENCE**

One comment was received from the public comment box. A Facebook comment was received from Don and Ruth Grimwood complimenting the Library on the programs and services offered. An email was received from Helen Snyder complimenting the Library on the historic photo and newspaper archives. The Quincy Area Chamber of Commerce sent a note along with the photo from the Quincy Herald-Whig showing a grandmother and her granddaughter participating in the Read to Cats program.

**V. PUBLIC COMMENTS**

There were no 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, 2018, was \$574,269.63. Total assets were \$574,359.63. Total liabilities were \$45,115.07.

## **B. Circulation and Event Statistics Report**

Nancy Dolan reported that circulation figures have been consistent with some numbers slightly down for the month. She noted that March of 2017 was the first full month after migrating to the Resource Sharing Alliance, which accounts for the fluctuations in numbers. Use of the lockers at all three locations continues to increase, and use of the kiosk was slightly higher than last year. Usage figures for Hoopla, Flipster, and Tumblebooks were up while ADML use was down. Tom Ernst asked why in-house computer use continues to decrease. Nancy Dolan replied that more people are using their own devices at the Library, but still using the Library's wi-fi connection. She noted that there is no way to accurately track wi-fi usage.

## **C. Library Report—Nancy Dolan**

Nancy Dolan reported that the Library was awarded a \$5,000 grant from United Way for the 1000 Books Before Kindergarten program and a Back to Books grant from the Illinois State Library for the school delivery program. She is still waiting to hear about a Tracy Family Foundation grant to fund a neighborhood outreach project. A valve on the HVAC system controlling the downstairs area failed causing thermostats to switch to cool. The Week of the Young Child is April 15-21; various local agencies serving children and families will provide free developmental screenings after Library storytimes. The Friends of the Library will hold their annual Spring Book Sale April 12, 13, and 14 in the Library's Meeting Room. Bobbi Mock and Farrah McDaniel attended the Public Library Association Conference in Philadelphia where they returned with a plan to initiate Project Outcome, a project to measure and analyze outcomes of library programs. Part-time Circulation Clerk Denny McCarty resigned his position and Senior Services Librarian Pat Woodworth retired after 39 years at the Library. Ms. Dolan stated that the Library now has two part-time and one full-time vacancy. The Strategic Plan Committee will meet at 2:30 on Monday, April 16, at the Library. Bobbi Mock, Janice Riley, and Dwain Preston are attending a strategic planning workshop presented by Forefront on Thursday, April 19, at John Wood Community College.

Michael Hall reported that the teen coding event on March 10 was well attended and very interesting. Teens are looking forward to Teen Game Day on March 14, and discussing *The Future of Us* by Jay Asher at their April book club. At their next meeting, TAB will discuss school visits to QJHS and QHS to promote TAB, teen events, and the summer reading program. They will also discuss incentives to attract teens to the Library.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending March 31, 2018. She noted the payment of \$2,310 to Cameron Law Offices for legal services during contract negotiations. There being no further discussion, Lynn Niewohner moved to approve the Expenditure Approval Report ending March 31, 2018, in the amount of \$43,356.70 as presented. Judy Crocker seconded and the motion carried.

**B. Finance – Lynn Niewohner:** Lynn Niewohner reported that the Finance Committee met on April 2, 2018, where they discussed revisions to the FY17/18 budget and the 2% cut requested by the City to the FY18/19 budget. Ms. Niewohner asked that the approval of the revisions to the FY17/18 budget be postponed until after the Executive Session discussion. Tom Ernst stated that Nancy Dolan did a good job presenting and defending the Library’s budget at the City budget hearing on April 9. However, during the Finance portion of the City Council meeting, it was recommended that the Library be asked to cut an additional 2% or a total of 4% from its budget. It was decided to go ahead and approve the FY18/19 budget as presented and amend it once the City Council has approved a final City budget. There being no further discussion, Lynn Niewohner moved to approve the FY18/19 budget as presented. Dwain Preston seconded and the motion carried.

**C. Building & Grounds – Kathy Citro:** Kathy Citro was absent. The Building and Grounds Committee did not meet.

**D. Personnel - Judy Crocker:** Judy Crocker reported that the Personnel Committee met on March 19, March 26, and April 2, 2018, to discuss changes to the Sick Leave Bank Policy, vacant positions, job descriptions, and non-union employee contracts. Ms. Crocker asked that the Sick Leave Bank Policy be discussed in Executive Session. Nancy Dolan asked if the discussion complied with the Open Meeting Act. Ms. Crocker stated that the discussion involved personnel and therefore needed to be discussed in closed session.

**E. Policy – Lynn Niewohner:** Lynn Niewohner reported that the Policy Committee did not meet. Nancy Dolan reported that the Materials Selection Policy did not include any information about the Kids Only card, which has been in place for a number of years. There being no further discussion, Lynn Niewohner moved to approve the revisions to the Materials Selection Policy as presented. Beth Young seconded and the motion carried.

**F. Ad Hoc – Labor:** Lynn Niewohner reported that the Ad Hoc Labor Committee did not meet.

**G. Ad Hoc – Advocacy.** Christopher Pratt was absent. The Ad Hoc Advocacy Committee did not meet.

## **VIII. UNFINISHED BUSINESS**

**A. Discussion and Adoption of Summer Hours.** Nancy Dolan reported that she hopes to offer the same summer hours as last year, but it depends on the budget. She asked that the Board table this discussion until the City budget has been finalized.

## **IX. NEW BUSINESS**

**A. Appointment of Nominating Committee.** Nancy Dolan stated that a Nominating Committee needs to be appointed to select a slate of officers for FY18/19 and address the term expirations of four Board Members. The terms of Christopher Pratt,

Lynn Niewohner, Angela Kettelman, and Pam Rein expire in July of 2018. Kim Akers stated that the Nominating Committee will need to recommend a slate of officers and possible replacements for any Board Member who chooses to not remain in their seat at either the May or the June meetings. The Mayor appoints QPL Board Members, but the Board may recommend individuals to fill any open seats. The slate of officers will be approved at the July annual meeting, and the Oath of Office administered at the July regular meeting. Beth Young and Dwain Preston volunteered to serve on the committee. Kathy Citro will be asked if she would also like to serve.

**X. PUBLIC COMMENTS**

There were no public in attendance.

Pam Rein moved to adjourn the Regular Session and move into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Beth Young seconded and the motion carried. The meeting was adjourned at 6:34 p.m. Only QPL Board Members and the TQ Board liaison were invited to remain.

Beth Young moved to adjourn the Executive Session and reconvene into Regular Session at 8:15 p.m. Judy Crocker seconded and the motion carried. Lynn Niewohner moved to approve the FY17/18 budget revisions as presented. Pam Rein seconded and the motion carried. Angela Kettelman moved to approve the Sick Leave Bank Policy as amended by the Personnel Committee. Judy Crocker seconded and the motion carried. The Board recommended that the administration personnel contracts be sent to John Citro for review.

There being no further discussion, Lynn Niewohner moved to adjourn the meeting at 8:29 p.m. Angela Kettelman seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers