

Quincy Public Library
Board of Trustees Meeting
April 11, 2017
Minutes (revised)

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, April 11, 2017, with Christopher Pratt presiding. Trustees present: Kathy Citro, Lynn Niewohner, Angela Ketteman, and Dwain Preston. Trustees absent: Pam Rein, Judy Crocker, Jody Steinke, and Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, and Ron Upper – TQ Liaison.

I. APPROVAL OF AGENDA

Lynn Niewohner moved to approve the agenda as presented. Kathy Citro seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the minutes from the March 14, 2017, meeting as presented. Dwain Preston seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt commended Nancy Dolan on her Library budget presentation April 10 at the City's budget hearings. He noted that some of the City Council members showed a lack of knowledge about the Library, but Ms. Dolan represented the Library well.

IV. RECOGNITION OF CORRESPONDENCE

Three comments from the public comment box were presented to the Board. Nancy Dolan sent an email to Katie Kraushaar and Jeraca Fite stating that former Quincy Art Center Director Julie Nelson called to thank the Library for purchasing the book Entwined by Joyce Wallace Scott. The book is about the artist Judith Scott whose work Ms. Nelson tried to display at the Art Center, but was unsuccessful as the artist had an opportunity to hold an exhibition in New York. A letter and donation from The Atlantis Round Table was received thanking the Library for hosting their discussion group during fiscal year 2016/2017.

V. PUBLIC COMMENTS

TQ Liaison Ron Upper was welcomed to the meeting.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of March 31, 2017, was \$793,896.98. Total assets were \$794,121.98. Total liabilities were \$40,177.78.

B. Circulation and Event Statistics Report

Nancy Dolan reported that the Library is still working on getting correct circulation numbers after the migration. Some of the incorrect numbers include the in-house use of materials in Reference and the RSA circulation number (loaning to other RSA library

patrons). She also explained changes to categories such as separating out Books-Young Adult previously reported in Books-Adult and the addition of a Taxpayer resident category which was previously included in the Non-Resident category. Bobbi Mock reported that school delivery figures are now included in the Books-Outreach category. She noted that this figure is down significantly from last fiscal year partially because of the changes to the school delivery program and also because RSA asked the Library to suspend deposit collections to the ten libraries receiving these collections during the migration. Three deposit collections were resumed on April 1, but the other seven will no longer receive deposit collections as their patrons now have access to the QPL catalog through RSA. Ms. Dolan stated that they are still deleting some expired and unused patron cards, but noted that the 22,313 cards still in the system are now active patrons. The Interlibrary Loan figures are now more detailed and reflect the statistics needed for the annual report to the State of Illinois. Use of the ADML and Hoopla continue to grow, while Tumblebooks and Flipster are down from last fiscal year. Katie Kraushaar noted that the Library showcased those two services last year and need to do so again. She also noted that the Library needs to promote use of the databases especially Learning Express. Ms. Mock noted that the number of uses of the County Market lockers was incorrect and was actually closer to over 70 uses for the month. Ms. Dolan stated that the report will now include statistics from Facebook – the number of people reached through both paid and non-paid posts, and the number of comments, shares, and ratings. Reference librarians are testing a new two-hour computer reservation with the option for a third hour. They have had several requests from patrons who are completing detailed applications, taking tests, etc., for whom an hour is not enough time. This is only available on the adult computers and not the children's or teen stations. Ms. Dolan reported that the door counter battery failed mid-month so she was unable to get accurate counts. Based on the visitors counted the first two weeks of the month, Ms. Dolan estimated that an average of 407 people **daily** came into the Library in March.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the Library continues to have problems with the HVAC; repairs have been made but there is still a problem with the thermostats switching from heat to cool for no reason. She also noted that the compressors that remove humidity when the air conditioning is on haven't worked since last summer. Keck assured Ms. Dolan that the parts have been ordered and will be installed as soon as possible. A total of 35 children and their stuffed animals participated in the fifth annual "Lights Out and Lights On at the Library Animal Sleepover," and all had a great time. The Library hosted author George Hodgman for two events in March. Mr. Hodgman worked in the publishing industry in New York, but moved back to Paris, Missouri, to care for his elderly mother. He documented his experiences in the book **Bettyville**. Changes have been made to the Library's notary service guidelines to include detailed explanations of what will and will not be notarized, as well as what constitutes a proper ID. The Friends held their annual Spring Book Sale the weekend of April 6, 7, and 8, 2017. The sale was very successful and earned over \$2,300. The Friends have donated nearly \$12,000 in fiscal year 2016/2017, and almost \$200,000 since we began tracking their donations in 1999. Children's Librarian Judy Decker retired on April 7 after having served the children of Quincy for almost 43 years.

Alexis Bergman introduced Michael Hall, who will be the new TAB liaison to the QPL

Board. She reported that quite a few teens showed up for the RISK Game Day on March 18 where teens practiced their world domination skills. Three teens helped distribute flyers for the Friends Book Sale in the downtown area. In May, teens will have an opportunity to visit some of Quincy's museums and have a picnic on the grounds of the John Wood Mansion. TAB is working on the teen summer reading program and volunteering at the Summer Reading Kickoff on June 3. TAB is losing 10 members, including Ms. Bergman, as they graduate from high school; a graduation party will be held at the May meeting. Ms. Bergman stated that TAB plans to visit Quincy high schools to encourage TAB membership.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending March 31, 2017, was distributed to the Board for approval. There being no discussion, Lynn Niewohner moved to approve the report in the amount of \$38,701.86. Angela Ketteman seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet. Nancy Dolan presented the second revision of the FY17/18 budget stating that Mayor Moore informed her that he was increasing the Library's budget by 2% because the workers' compensation expenses came in lower than expected. She increased the legal budget line on a recommendation from Ms. Niewohner, and increased the telephone line because the Library has been reclassified as an urban library rather than rural in the latest round of E-rate subsidies. The E-rate subsidy has changed from an 80% discount to a 60% discount. She also reduced the MICA and workers' compensation line as recommended by the City. Ms. Dolan also stated that City Comptroller Sheri Ray asked that the budget include the ending balance from FY16/17 and the beginning balance for FY17/18, which means the funds earmarked for the newspaper archive and branch development had to be included in the budget. She noted that even with the increase, the Library's operating expenses will still be \$100,000 more than revenue. This difference is being made up out of the Library's savings, but cannot continue, which she tried to explain to the City Council at the City Budget Hearings. There being no further discussion, Lynn Niewohner moved to approve the revision to the draft FY17/18 budget as presented. Kathy Citro seconded and the motion carried.

C. Building & Grounds – Jody Steinke: Jody Steinke was absent. The Building and Grounds Committee did not meet.

D. Personnel - Judy Crocker: Judy Crocker was absent. The Personnel Committee did not meet.

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

F. Ad Hoc – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee met several times in March. She asked that the Board meet in Executive Session to review the discussions from those meetings.

G. Ad Hoc – Advocacy. Nancy Dolan reported that she has heard from the Adams

County Clerk, and the tax inserts are ready to go out in the property tax bills. Christopher Pratt stated that based on the remarks from several Aldermen during the Library budget presentation, he will be contacting the City Council to answer their questions about the Library's budget and services.

VIII. UNFINISHED BUSINESS

A. Bobbi Mock distributed copies of a draft collections letter she created based on the discussion from the March Board meeting discontinuing the use of Unique Collections. She asked that Christopher Pratt look over the letter for legal content and encouraged other Board Members offer suggestions. She stated that the letter will include a list of titles that are delinquent as well as the fines incurred and replacement cost of the items should they be lost. The hope is to retrieve materials and/or fees from delinquent patrons in a timely manner to restore materials to the collection and allow patrons full use of the Library.

IX. NEW BUSINESS

A. Appointment of a Nominating Committee. Christopher Pratt stated that he has appointed Angela Kettelman, Judy Crocker, and Lynn Niewohner along with himself to serve as the Negotiation Committee for the upcoming Labor Agreement negotiations. He noted that attorney John Citro will also sit in on the meetings. Nancy Dolan stated Union Representative Ross Miller has emailed a list of dates to her, but a meeting date has not been scheduled. Mr. Pratt then asked that Dwain Preston, Kathy Citro, and Pam Rein serve as the Nominating Committee. He stated that the terms of Dwain Preston and Judy Crocker expire in July, and Jody Steinke has indicated he will resign his seat on the Board. Nancy Dolan offered several suggestions as possible trustees. Les Fonza, Bob or Fran Cook, Reverend Orville Jones, Beth Young, and Donna Foley have been suggested as possible trustees. It was noted that the Mayor appoints the trustees and has final say on the appointments. The Nominating Committee will also need to recommend a slate of officers for FY17/18. Mr. Pratt is stepping down from his position as Board President, but will remain on the Board. The Committee will recommend a slate of officers and potential trustees no later than the June Board meeting to be voted on and installed at the July annual meeting.

B. Discussion of Disposal of Surplus Property. Nancy Dolan stated that the Library has quite a bit of furniture and supplies that are no longer needed and have not been used since before the renovation. These items were kept for the possible physical branch, but are not needed anymore. She checked with then City Administrator Glenda Hackmack, who said that the City was okay with the Library disposing of the items because they were not extremely valuable. The Library has a Policy on the Disposal of Surplus Library Property which states that the Library must advertise the items on the public bulletin board and request sealed bids. Any items left after the bids have been awarded will be placed in the City's surplus property auction, but Ms. Dolan stated that the City does not want the items. It would be up the Library to dispose of anything left any way the Board sees fit. It was suggested that the Library take photos of the items for sale and post the photos on Facebook, the Library's website, and the digital events board.

C. Nancy Dolan reported that the Library received the letter awarding the Per Capita Grant in the amount of \$31,549.09, but has not received the actual funding.

D. Nancy Dolan asked the Board about allowing an organization to sell parking spaces in the Library's patron parking lot during the upcoming Gus Macker Basketball Tournament. In the past, the Quincy Notre Dame football program has requested to sell the parking spots, but has not yet contacted her. Ms. Dolan stated she wants to be prepared with an answer if they inquired again this year. The Board agreed to allow the use, and suggested that Ms. Dolan contact the QND Booster Club to give them first chance as they have used it in the past.

X. PUBLIC COMMENTS

There were no public in attendance.

Lynn Niewohner moved to adjourn into Executive Session for the purpose of collective negotiating matters or deliberation of salary schedules. Angela Kettelman seconded and the regular session was adjourned at 6:50 p.m. Nancy Dolan, QPL Board Members, and TQ Board Member Ron Upper were asked to remain.

Angela Kettelman moved to adjourn the Executive Session. Dwain Preston seconded and the Executive Session was adjourned at 7:00 p.m. Christopher Pratt stated he will be speaking with Mayor Moore about the upcoming labor negotiations and the open seat(s) on the Board. There being no further discussion, Dwain Preston moved to adjourn the meeting. Angela Kettelman seconded and the meeting was adjourned at 7:02 p.m.

Respectfully submitted,
Kimberly Akers