

**Quincy Public Library  
Board of Trustees Meeting  
August 9, 2016  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, August 9, 2016, with Christopher Pratt presiding. Trustees present: Judy Crocker, Pam Rein, Kathy Citro, Lynn Niewohner, and Angela Ketteman. Trustees absent: Jody Steinke, Dwain Preston, and Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Kim Akers, Alexis Bergman – TAB Liaison, and Fred Witte – TQ Board.

**I. APPROVAL OF AGENDA**

Lynn Niewohner moved to approve the agenda as presented. Judy Crocker seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Lynn Niewohner noted that the minutes incorrectly list Judy Crocker's name as Jody in the Approval of Minutes. There being no further discussion, Kathy Citro moved to approve the minutes from the July 12, 2016, meeting as revised. Pam Rein seconded and the motion carried.

Lynn Niewohner moved to approve the minutes from the July 12, 2016, annual meeting as presented. Kathy Citro seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Christopher Pratt welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

Seven comments from the public suggestion box were presented to the Board. A compliment from a Square customer was received. A letter from Grace Landon-Tirado was received complimenting the Library on the summer reading program. An email from Jakin Logsdon of Camp Kroc was received thanking the Library for allowing the Kroc Center to participate in the summer reading events. An email from Outreach Specialist Val Stark sent to Reference Librarian Farrah McDaniel thanking her for locating ancestry information for an Outreach delivery patron. A postcard from Outreach delivery patron Dorothy Mahla was received thanking the Library for the delivery service.

**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 July 31, 2016, was \$614,311.24. Total assets were \$614,601.24. Total liabilities were \$116,474.68. A report detailing credit card receipts for the month of July was included in

the financial report. Kim Akers noted that fees for credit card usage have decreased since the Library switched to using Square.

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

Nancy Dolan noted that circulation numbers were unusual for July. Some were up over July of 2015 and down for the year. Others were down from last July and up for the year. Usage by TQ young adults, TQ outreach, interlibrary loan, and reciprocal borrowers were up in both categories. Ms. Dolan noted that the interlibrary loan figures were still being double-counted, but this will be resolved once the Library migrates to RSA. There were 29,895 registered cardholders in July, but this number will go down significantly once the Library purges unused and expired cards. Ms. Dolan noted that they will need to decide what the cut-off point is for the purge to prepare for the RSA migration. Usage numbers for Flipster were received after the report was printed; Flipster was used 167 times in July. Tumblebooks has changed their access requirements and no usage figures were recorded for the month. Ms. Dolan stated that access to PC Management was finally restored, but usage figures remain down. The Library averaged 607 visitors in July, which is down from last fiscal year. Use of the meeting spaces was up. In response to a question, Ms. Dolan noted that there has been very little revenue received from paid usage of the rooms. Program attendance was down in all areas except young adults. Children's and adult summer reading participation numbers were down from last year while young adults nearly doubled.

## **C. Library Report—Nancy Dolan**

Nancy Dolan reported that the kiosk is expected to be delivered sometime in mid-September, but does not have a delivery date for the hold lockers. She stated that the Library will host a grand opening once everything is in place and working well. The Big Read Kickoff is scheduled for Thursday, September 15, at 5:00 p.m. in Clat Adams Park. Ms. Dolan noted that this is the same night as the TQ Board meeting. The teens are partnering with Teen Reach for a special Big Read program. A Tai Chi program will be held at the Frederick Ball Community Center on October 11 with a Chinese dinner following the program. The dinner was made possible through a grant from Panda Express and will serve 100 teens. The Friends are preparing for their annual fall book sale to be held on October 6, 7, and 8, 2016. Ms. Dolan announced that Adult Programming Specialist Kathryn Martin has left the Library for a full-time position at Hannibal-LaGrange University. Part-time Reference Librarian Misty Riutzel has also tendered her resignation as she will be moving out of town. Ms. Dolan is in the process of interviewing candidates for the programming position and a part-time circulation position. She is also going to start interviewing candidates for the Assistant Director position and asked for a Board Member to sit in on the interviews. Christopher Pratt suggested Jody Steinke. Pam Rein also expressed interest in assisting with the interview process.

Alexis Bergman reported that the teens enjoyed the Chocolate Olympics in June, a self-defense workshop in July, and the Monday Movies as part of the summer reading program. She noted that the blockbuster movies generated the most attendance. A total

of 82 teens participated in summer reading this year. Attendance at Wii Wednesdays has started to pick up once again as summer winds down. TAB has added arts and crafts programming elements to Wii Wednesday along with a greater variety of snacks. TAB members will be volunteering at the Library in August to help prepare books and materials for the upcoming Big Read.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** The Expenditure Approval List for the month ending July 31, 2016 was distributed to the Board for approval. Lynn Niewohner noted that the largest invoice was to OCLC for the annual fees. She also noted the invoice to purchase books for the Big Read. There being no further discussion, Lynn Niewohner moved to approve the reports in the amount of \$116,401.92. Angela Kettelman 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 was absent. 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. Nancy Dolan stated that she has several cost estimates for the employee recognition plaque and asked the Board for input on the budget for the project. She noted that plaques that feature trees range in price from \$500 to \$7,000. It was suggested that a custom mural be painted by a local artist and engraved “leaves” be added recognizing employees. Ms. Niewohner suggested the mural be painted on a wood background rather than the wall so that it could be moved if necessary. Ms. Dolan will contact Jennifer Bock-Nelson, who painted the murals in the children’s area, and look into further costs for the project.

**F. Ad Hoc-Branch – Angela Kettelman:** Angela Kettelman reported that the Ad Hoc-Branch Committee did not meet.

**G. Ad Hoc-Labor:** Lynn Niewohner reported that the Ad Hoc-Labor Committee met on July 26. She noted that the committee is hard at work and everyone has assignments to be completed before the next meeting on August 16. Christopher Pratt reminded the Board that this is not the negotiations committee. This committee was formed to look at salaries, benefits, and structures in other libraries to see if QPL is in line with them as promised at the previous labor negotiations. Mr. Pratt stated that the committee will be comparing salaries throughout the state because the Board wants to provide fair wages to library employees. Labor negotiations will begin in a few months; the current contract expires on April 30, 2017.

**VIII. UNFINISHED BUSINESS**

**A. Discussion of Ethics Policy and Statement.** As a result of the July Trustee Training Video, the Board requested that an ethics policy and statement be developed. A sample policy and statement were included in the handout from the video. Nancy Dolan stated that this sample was provided as a foundation for the Board to adapt and create its own policy. After a brief discussion, Kathy Citro moved that the sample Board of Trustees and Library Employee Ethics Policy and the sample Public Library Trustee Ethics Statement be adapted for use by the Library and adopted as new policies. Lynn Niewohner seconded and the motion carried.

**IX. NEW BUSINESS**

**A. Trustee Training Video.** The Board watched the fourth of ten “Short Takes for Trustees” entitled “Library Advocacy.” Handouts for the video were included in the Board packet.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

Judy Crocker stated that there was no need for an Executive Session at this time.

There being no further discussion, Pam Rein moved to adjourn the regular meeting. Lynn Niewohner seconded and the meeting was adjourned at 6:44 p.m.

Respectfully submitted,  
Kimberly Akers