

**Quincy Public Library
Board of Trustees Meeting
August 14, 2018
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, August 14, 2018, with Lynn Niewohner presiding. Trustees present: Pam Rein, Kathy Citro, Angela Ketteman, Tom Ernst, Christopher Pratt, and Judy Crocker. Trustees absent: Beth Young and Dwain Preston. Others present: Michael Hall – TAB Representative, Ron Upper – TQ Liaison, Ann Behrens, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Christopher Pratt moved to approve the agenda as presented. Angela Ketteman seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the annual meeting minutes from the July 10, 2018, meeting as presented. Christopher Pratt seconded and the motion carried. Christopher Pratt then moved to approve the minutes from the regular July 10, 2018, meeting. Kathy Citro seconded and the motion carried. Judy Crocker moved to approve the minutes from the special QPL meeting on July 22, 2018. Angela Ketteman seconded and the motion carried. Pam Rein moved to approve the minutes from the special QPL meeting on July 31, 2018, Christopher Pratt seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner announced that the Mary Weems Barton/Quincy Public Library Foundation has approved a disbursement of over \$27,000 to pay for a variety of projects around the Library. The Foundation approved funds to purchase seven additional security cameras, install additional electrical outlets in the Reference area, and repair/replace the Dryvit on the exterior of the building.

IV. RECOGNITION OF CORRESPONDENCE

Six comments were received from the public comment box. One of the comments was about holds on book club books. Katie Kraushaar stated that titles are often checked out to book club members more than a month before the discussion. Sometimes other patrons put holds on the titles held by book club members, which are then unable to be renewed. She reminded book club members that this could happen and to let her know if they are unable to renew their materials. Another comment asked for a self-checkout station in the children's area. Bobbi Mock stated that parents can use the ADA-compliant sit-down station close to the children's area and still keep an eye on their kids. However, she stated she would look into the cost of purchasing another unit for that area. Christopher Pratt asked if it was possible to temporarily move one of the self-checkout stations from the lobby into the children's area to see if usage increases. Ms. Mock will look into the possibility. A thank you note from Marjorie Daniels was received thanking the Library for the selection of books purchased with her donation to the children's area.

A thank you note from Nancy Dolan was received thanking the Board for the retirement reception and their generous gift.

V. PUBLIC COMMENTS

There were no comments from the public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Angela Ketteman

Angela Ketteman reported that the balance in the Homebank Operating Fund as of July 31, 2018, was \$645,097.13. Total assets were \$645,187.13. Total liabilities were \$128,256.26.

B. Circulation and Event Statistics Report

Bobbi Mock reported that overall circulation by material numbers were down from last fiscal year, but patron registrations were up. She noted that Outreach lost 16 patrons over the summer, but is working to sign up new patrons for the delivery service. County Market experienced a power outage in July, which blew some parts of the kiosk. Ms. Mock repaired the kiosk and it is working now, but July numbers were down. Use of the lockers remains steady. She noted that the Iles Elementary School lockers are installed and operational as of August 14. There are no plans to purchase lockers for any of the other new schools, but patrons have asked the Library to consider installing them. Christopher Pratt asked how much staff time is spent collecting books from the eight book drops and delivering materials to the four hold lockers around town. He also asked if it was necessary and financially feasible to consider purchasing more hold lockers. Ms. Mock replied that one staff member is currently assigned to pick up and deliver materials to not just the book drops and hold lockers, but also to some Outreach delivery patrons. She noted that use of ADML increased this month, and reported that the Big Read audiobook already has several holds on it. Katie Kraushaar reported that staff will be attending all of the school open houses on Monday, August 20, to promote library resources including the school delivery service and the availability of free research databases. She also noted that she will be presenting a session on library resources and services at the annual Quincy Conference in October. Ms. Kraushaar reported that the summer reading participation numbers decreased significantly this year. Staff are looking at ways to improve the program in 2019. The Board asked if there was a way to add a digital reporting component to the program rather than asking patrons to complete paper book logs. Ms. Mock stated that they have looked into various software programs, but none are compatible with the circulation system and most are cost prohibitive.

C. Library Report

Bobbi Mock reported that the Friday children's programs in July were very well-attended as children were entertained by a variety of performers including Nitro Joe and Animal Tales. The Library also saw increased attendance at the adult and teen movies this summer. The Library welcomed Brittany Griffin as the new part-time Adult Event Specialist, and James Tedeschi as the new part-time Custodian. Staff are getting ready for the Big Read, which will kick off on Thursday, September 13, 2018, at the Library.

Michael Hall reported that TAB members agreed to keep the same officers in place for the upcoming school year, mainly because of a shortage of members. TAB is planning on having a booth at the freshman orientations at the high schools to promote TAB and teen activities at the Library. They are also discussing new ideas to grow TAB and increase attendance at teen events. Teens enjoyed a Hawaiian luau on July 20, and enjoyed reading and discussing the book *The Giver* by Lois Lowry in July. Teens were excited about the new Dungeons and Dragons books recently purchased by the Library, most of which have been checked out. Teens assisted Library staff at the Summer Reading Ending Party on July 28. Mr. Hall noted that teens are planning a Wii U gaming tournament in March.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List for the month ending July 31, 2018, in the amount of \$128,238.18. She noted Big Read invoices and the annual contracts for RSA and OCLC, as well as various material invoices. There being no further discussion, Angela Ketteman moved to approve the Expenditure Approval List in the amount of \$128,238.18 as presented. Christopher Pratt seconded and the motion carried.

B. Finance – Angela Ketteman: Angela Ketteman reported that the Finance Committee did not meet.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building and Grounds Committee did not meet. Martin Meyer of Poepping, Stone, Bach, and Associates presented an overview of his report on the Library's HVAC system, noting that he issued a detailed written report to Nancy Dolan. He stated that of the eight different VRF systems serving the Library, five need maintenance. The air handler on the roof needs a new coil and compressor, and the maintenance agreement needs to be reinstated to provide preventative maintenance. He noted that TMI has agreed to furnish a new compressor at no cost, but the Library would need to pay for the cost of installation. He stated that the Library should budget an average of \$19,000 per year in maintenance fees including the cost of the maintenance agreement. Lynn Niewohner asked if it would be advisable for the Library to request bids from other area companies for the maintenance agreement. Mr. Meyer stated that it would be fiscally responsible to request bids on the agreement even though Keck would probably be the lowest bidder since they have a familiarity with the system. He noted that there are only two companies in town that service the system – Keck and Peters. The Board thanked Mr. Meyers for his report and time spent reviewing the system. Kathy Citro moved to approve the release of the January 9, 2018, payment to Keck in the amount of \$13,865.70 held until the system review was complete. Angela Ketteman seconded and the motion carried. Tom Ernst then recommended that the Library request bids for the maintenance agreement from Keck and Peters to be received by September 1, 2018. There being no further discussion, Kathy Citro moved that the Board authorize Keck to perform the necessary repairs to replace the compressor, and to request bids from Keck and Peters for the maintenance

agreement. Tom Ernst seconded and the motion carried.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee met on Monday, August 13, 2018, at the Quincy Senior and Family Resource Center to discuss the ten applications for the Executive Director position. She stated that the Committee is planning on meeting every Monday at 3:00 p.m. at the Senior Center until further notice. She also stated that the Committee is meeting with former School Superintendent George Meyer on Friday, August 17, 2018, at 8:30 a.m. at the Senior Center to discuss the interview and hiring process. She encouraged all Board Members to attend these meetings.

E. Policy – Dwain Preston: Dwain Preston was absent. The Policy Committee did not meet. Lynn Niewohner presented a draft Emergency Meeting Policy the Board created to address the use of telephone and/or computer meetings. There being no discussion, Angela Kettelman moved to approve the draft Emergency Meeting Policy as presented. Pam Rein seconded and the motion carried.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Discussion of Tracy Family Foundation Strategic Planning Workshops. Bobbi Mock stated that the Library has been accepted as a participant in the Tracy Family Foundation's series of strategic planning workshops. The workshops will be held every Friday afternoon at the Library throughout September and October. A total of three participants may attend and the cost will be \$250. It was recommended that Beth Young be asked to represent the Board at these meetings.

B. Approval of Winter Hours. Bobbi Mock and Katie Kraushaar are recommending a change in the winter hours, set to start on Tuesday, September 4, 2018. They are proposing that the hours remain the same as last year – Monday through Thursday 10:00 a.m. to 7:00 p.m. and Fridays and Saturdays 10:00 a.m. to 5:00 p.m. – but remain closed on Sundays, reducing the hours open from 54 per week to 50 per week. Ms. Kraushaar stated that by being open the four hours on Sunday, they are stretching the already reduced staff very thin which does not allow for a lot of flexibility when staff are absent. She also noted that she and Ms. Mock spend an average of 20 to 30 hours per week working on public desks to cover staff absences, which reduces the amount of time they are spending on administrative and managerial duties. She further stated that they would like to do more staff trainings and cross-training of job duties, which could be possible by reducing the number of hours open. Ms. Mock noted that at the end of May when the Library switched from winter to summer hours, there was a reduced amount of traffic on Sundays during the winter. She also stated that they have been discussing a

new concept called Open Plus, which allows libraries to be open to select, trusted patrons during closed hours. Vetted patrons would be allowed to use the Library and most services while the Library is closed, but not interact with staff. This would allow patrons to use the Library early in the morning or late at night with only a few staff on premises. It was noted that the Library did close on Sundays during the winter of 2015, but went back to being open on Sundays because of patron demands. Christopher Pratt noted that since 2015, the Library has added not just the kiosk so patrons can check out materials while the Library is closed, but also the hold lockers to request materials. Ms. Mock and Ms. Kraushaar stated that they will continue to monitor patron comments about library hours throughout the winter. There being no further discussion, Christopher Pratt moved to approve the winter hours as proposed. Tom Ernst seconded and the motion carried.

C. Approval of Revised 2018 Holiday Hours. Lynn Niewohner stated that the 2018 Holiday Hours need to be revised to reflect the changes caused by the new Labor Agreement. The five and one half floating holidays have been deleted. There being no discussion, Christopher Pratt moved to approve the revisions to the 2018 Holiday Schedule as presented. Pam Rein seconded and the motion carried.

X. PUBLIC COMMENTS

There were no public in attendance.

Judy Crocker moved to adjourn into Executive Session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Angela Kettelman seconded and the meeting was adjourned at 7:05 p.m. Only QPL Board members were invited to remain; Tom Ernst was unable to stay for the meeting. Christopher Pratt moved to adjourn from closed session at 7:47 p.m. Angela Kettelman seconded and the regular session meeting reconvened.

There being no further discussion, Christopher Pratt moved to adjourn the regular session at 7:48 p.m. Angela Kettelman seconded and the motion carried.

Respectfully submitted,
Kimberly Akers