

**Quincy Public Library
Board of Trustees Meeting
August 8, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, August 8, 2017, with Christopher Pratt presiding. Trustees present: Pam Rein, Judy Crocker, Kathy Citro, Tom Ernst, Lynn Niewohner, Angela Ketteman, Dwain Preston, and Beth Young. Others present: Nancy Dolan, Kim Akers, Fred Witte – TQ Liaison, and Michael Hall – TAB Liaison.

I. APPROVAL OF AGENDA

Lynn Niewohner moved to approve the agenda as presented. Beth Young seconded and the motion carried.

II. APPROVAL OF MINUTES

Lynn Niewohner moved to approve the minutes from the July 11, 2017, regular meeting as presented. Angela Ketteman seconded and the motion carried. Angela Ketteman then moved to approve the minutes from the July 11, 2017, annual meeting as presented. Judy Crocker seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Six comments from the public comment box were presented to the Board. Beth Young asked if the suggestions were valuable, and if it was necessary for the Board to see them. Lynn Niewohner replied that some of the comments bring issues to light. Nancy Dolan also noted that she responds to all comments, which are then posted on the public bulletin board. A thank you note from Melinda, Margaret, and Sally Burton was received thanking Farrah McDaniel for her assistance in locating some information. Chris Pratt stated that he received some positive comments on his personal Facebook page about the hold lockers and the variety of materials now available through RSA.

V. PUBLIC COMMENTS

The public in attendance had no comments.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of July 31, 2017, was \$668,707.11. Total assets were \$668,797.11. Total liabilities were \$100,713.77.

B. Circulation and Event Statistics Report

Nancy Dolan reported that the overall material circulation figures are up over last July by

nearly 10,000 items. She noted that the material circulation figures and circulation by patron type numbers do not match because things are not counted the same way such as the in-house usage statistics. Beth Young asked if the Library was still delivering to the schools noting that she has been asked if this is a good use of taxpayers' money. Ms. Dolan replied that Library staff share delivery duties with Quincy Public Schools. She added that some teachers prefer to pick their items up at the Library. Ms. Dolan explained that the interlibrary loan figures have been revised and are now a more accurate picture of both interlibrary loan and RSA requests. She stated that she will be revising the language to better explain the numbers. Flipster usage figures were not available at time of printing; Ms. Dolan stated that there were 205 downloads in July. She reported that they are watching Flipster to see if usage continues to decrease noting that other area libraries have discontinued Flipster because of declining use. Daily average visitors were 519. Ms. Dolan noted that she considers anything over 500 good. Ms. Young inquired as to why the door count is less than last year. Ms. Dolan stated that it is odd, but noted there are more digital services offered and libraries are seeing a downward trend in people actually coming to the library. Ms. Dolan reported that programs at all age levels were well-attended, but children's programs decreased from last July because one of the special Friday performers had car trouble and the program was canceled.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the Library actually had three days without any HVAC problems, but that ended when some equipment servicing the Illinois Room failed. Summer reading ended on August 4 with a well-attended party in Washington Park. All of the participation numbers have not been counted, but it looks to be up from last fiscal year. Circulation has started sending out bill notices, which are producing some results. Bobbi Mock generates the reports, and Kim Akers sends out the notices for damaged items or items overdue for more than 30 days. The letters have resulted in more than 100 items considered lost being returned. Ms. Akers noted that while some of the letters have been returned and are unable to be forwarded, at least a portion of the lost items are being returned or paid for. The Library will again host a Quincy Area Chamber of Commerce Business Before Hours on April 26, 2018, which is right after National Library Week. The Big Read will kick off on Thursday, September 14, 2017, at 4:00 p.m. at Moorman Park.

Michael Hall reported that the teens enjoyed the Monday Movies this summer and saw large groups of people of all ages at the July movies. The teens especially liked watching *Miss Peregrine's Home for Wayward Children* and then comparing the movie to the book after the movie; Mr. Hall noted that they preferred the book. The tie-dye t-shirt workshop was another popular event for the teens. TAB members volunteered at the end of summer reading party helping with the popcorn bar. He noted that TAB members will be attending the freshman orientation on August 9 at Quincy High School to promote TAB and other teen events at the Library.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure

Approval List for the month ending July 31, 2017. Ms. Niewohner stated that there were several large invoices for materials, \$7,138.04 to Bibliotheca for the annual contract, and \$28,523.86 to OCLC for annual fees resulting in a larger than usual expenditure report again this month. In answer to a question from Tom Ernst, Nancy Dolan explained that Bibliotheca services the Library's self-checkouts and RFID gates among other things. OCLC provides online database services. There being no further questions, Lynn Niewohner moved to approve the Expenditure Approval Report ending July 31, 2017, in the amount of \$100,649.91 as presented. Dwain Preston seconded and the motion carried.

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

C. Building & Grounds: 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 – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee did not meet, but has a mediation session scheduled for Thursday, August 10, 2017, at noon.

G. Ad Hoc – Advocacy. Christopher Pratt stated that the Ad Hoc-Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Committee Appointments. Christopher Pratt reported that he prepared a new FY17/18 Committee List, which was distributed at the meeting. He noted that Kathy Citro will take over Building and Grounds Chair duties, and Beth Young will serve on the Personnel and Building and Grounds Committees.

IX. NEW BUSINESS

A. Angela Ketteman asked if someone could serve as the QPL liaison to the TQ Board meeting on Thursday, August 10, 2017. Christopher Pratt volunteered. Kim Akers noted that now that the committee assignments have been completed, she will be working on the big list which shows the liaison schedule, meeting dates, committee assignments, and board contact information for both boards.

X. PUBLIC COMMENTS

The public in attendance had no comments.

There being no further discussion, Pam Rein moved to adjourn into Executive Session for the

purpose of discussion collective negotiating matters or deliberations of salary schedules. Lynn Niewohner seconded and the meeting moved into Executive Session at 6:27 p.m. All QPL and TQ Board Members and Nancy Dolan were invited to remain in the meeting. Beth Young moved to return to regular session at 6:42 p.m. Tom Ernst seconded and the motion carried. Pam Rein moved to adjourn the regular meeting. Dwain Preston seconded and the meeting was adjourned at 6:43 p.m.

Respectfully submitted,
Kimberly Akers