

**Quincy Public Library  
Board of Trustees Meeting  
December 13, 2016  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:09 p.m. on Tuesday, December 13, 2016, with Christopher Pratt presiding. Trustees present: Judy Crocker, Kathy Citro, Jody Steinke, Pam Rein, Dwain Preston, Lynn Niewohner, and Angela Ketteman. Trustees absent: Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, and Janice Riley – TQ Board.

**I. APPROVAL OF AGENDA**

Judy Crocker moved to approve the agenda as presented. Jody Steinke seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Ketteman moved to approve the minutes from the November 8, 2016, meeting as presented. Lynn Niewohner seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Christopher Pratt welcomed TQ Board Member Janice Riley to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

Two comments from the public comment box were presented to the Board. A thank you note from Catherine Meckes from the Community Foundation was presented thanking the Library for hosting the Friends of Philanthropy Reception held on November 17. A letter and summary from Quincy Conference 2.1 was received thanking Katie Kraushaar and Nancy Dolan for their presentation at the conference on October 6 and 7. An email from Julie Radel of Berrian School was received thanking Heather Kath for the delivery of books for her classroom. An email from Amy Looten of the Quincy Chamber of Commerce was received requesting information on Business Hall of Fame inductees. Ms. Looten also thanked Sean Waters for his research efforts and the historic photos he found, and included a donation of \$100 for the Library.

**V. PUBLIC COMMENTS**

There was no public in attendance at the meeting.

**VI. LIBRARY REPORTS:**

**A. Financial Report–Lynn Niewohner**

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of November 30, 2016, was \$754,334.11. Total assets were \$754,559.11. Total liabilities were \$60,407.82.

**B. Circulation and Event Statistics Report**

Nancy Dolan reported that the majority of the monthly circulation figures were down

again this month, which she attributes to the temporary interruption of school delivery service. Even though delivery service to the schools was stopped on November 7, teachers still requested nearly 3,000 materials to be pulled by staff, which the teachers then picked up over the course of the month. Ms. Dolan stated that ADML was slightly down and Hoopla up in November. She noted that patrons will be able to use another virtual service, Access 360, when the Library migrates to RSA. The document station is gaining in popularity as patrons bring in their mobile devices to print materials. Average daily traffic for November was 418. Katie Kraushaar spoke to the Parkinson's Support Group, which meets at the Library, on November 5. Nancy Dolan estimated that 50 people attended the Community Foundation's Friends of Philanthropy Reception at the Library on November 17.

### **C. Library Report—Nancy Dolan**

Nancy Dolan reported that the kiosk and hold lockers are up and running at County Market on 48<sup>th</sup> & Broadway. Bobbi Mock is working on simplifying the programming for the hold lockers, but they are functioning. A grand opening/open house is being planned for Tuesday, January 17, 2017, at 5:00 p.m. Christopher Pratt stated that he would like to see a big turnout for the event and asked that both Boards, the Friends, and the Foundation attend. He also stated that he will personally invite the Mayor. Ad Hoc Branch Committee Chair Angela Kettelman asked that all members of the committee attend. Ms. Dolan stated that the date has been approved by Niemann Foods, and they have agreed to provide cookies for the reception. The security cameras are finally functioning. Ms. Dolan noted that only she and Will Matlick have access to the security videos. The annual Mitten Tree in the Children's Area is getting lots of donations, which will be taken to the Board of Education at the end of the month to be distributed to the school that has the greatest need. The Library is adding a third discussion group, Great Decisions, in February. The Library also has six adult book discussion groups and one teen book group. Ms. Dolan stated that because of anticipated changes to the Fair Labor Standards Act, the City IT Department informed her that if they are called to work on the Library's computers after their normal work day or on a weekend, they will be forced to charge the Library overtime. Ms. Dolan noted that even though there is a temporary injunction against the changes to the FLSA, the Library is still going to follow the mandates of the City IT to only call them outside of their normal working hours in case of emergency. She also stated that the changes to the FLSA do not apply to any of the Library staff as only the Director and Assistant Directors are considered to be exempt employees. The November commercial featured Margie Williams talking about the homebound delivery service. December features Chuck Scholz talking about getting a library card, and the January commercial will be about the new kiosk at County Market. The Friends held their annual holiday luncheon on December 12. At that meeting, they approved a donation to the Library to purchase zippered canvas bags for the school delivery program. The Friends are also getting ready for their bonus fiction book sale on January 12, 13, & 14, 2017. The Library has two new employees and a couple of employees moving into new positions. Melissa DeVerger joins the Library as the new A/V/Technical Service Librarian, and Jennifer Burkett is starting as a new part-time Circulation Clerk. Anna Luparell moves from Circulation into the School Delivery

position, and LeAnne Balzer is moving from Marketing & Events to Reference as the new part-time Librarian. Part-time Circulation Clerk Kaitlyn Vandermaiden is leaving the Library at the end of December. This leaves two part-time Circulation Clerk positions and one part-time Adult Programmer position to be filled.

Alexis Bergman reported that the teens enjoyed an 80's Murder Mystery Party on November 12, and the annual Gingerbread House Workshop on December 3. She noted that the Gingerbread Workshop was not well attended because of the busier schedules of the older teens. At their December 14 meeting, TAB will be discussing ways to reach out to younger teens. TAB also enjoyed hosting a Christmas Party for Teen Reach on December 7. Teens and Library staff members purchased presents for the kids. TAB will hold their own Christmas party at their December 14 meeting.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** The Expenditure Approval List for the month ending November 30, 2016 was distributed to the Board for approval. Lynn Niewohner noted that the final invoice to RTI Group for the kiosk and several annual maintenance invoices were included in the expenditure report. There being no further discussion, Lynn Niewohner moved to approve the report in the amount of \$61,804.15. Dwain Preston 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 reported that 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, but will meet in January.

**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 December 6 and again just prior to the Board meeting on December 13. She stated that the committee will discuss their progress with the Board in Executive Session at the end of the regular meeting.

## **VIII. UNFINISHED BUSINESS**

**A. Advocacy Committee.** Christopher Pratt stated that Malinda Vogel sent an email via Kim Akers asking both Boards to contact their alderman or, in TQ's case, partner with a QPL Board Member to contact an alderman to talk about the Library. Pam Rein stated

that she doesn't believe the city council is aware of just how busy the Library is on a daily basis. She noted that her husband is an alderman and he was unaware of how busy the Library was until he stopped by during the Community Foundation reception. She stated that the few times she has been in the Library, it's been very busy. Mr. Pratt asked that Board Members make an effort to contact their alderman or anyone on City Council to advocate on behalf of the Library.

**IX. NEW BUSINESS**

**A. Approval of Per Capita Grant Application.** A copy of the Per Capita Grant application and budget sheet was included in the Board packet. Ms. Dolan noted that the deadline has been changed from October of 2016 to January of 2017. The funds received through the Per Capita Grant are used to purchase books and other materials.

**B. Trustee Training Video – Evaluating the Director.** The handout for the video “Evaluating the Director” was included in the Board packet.

**X. PUBLIC COMMENTS**

There were no public in attendance.

Lynn Niewohner moved to adjourn the Regular Session and reconvene into Executive Session for the purpose of collective negotiating matters or deliberations of salary schedules. Pam Rein seconded and the meeting adjourned at 6:32 p.m. Only QPL Board Members and Nancy Dolan were invited to remain in the meeting. The Executive Session was adjourned at 7:14 p.m.

There being no further discussion, Angela Kettelman moved to adjourn the Regular Session. Pam Rein seconded and the meeting was adjourned at 7:15 p.m.

Respectfully submitted,  
Kimberly Akers