

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

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:05 p.m. on Tuesday, February 9, 2016, with Christopher Pratt presiding. Trustees present: Angela Ketteman, Lynn Niewohner, Jody Steinke, Kathy Citro, Judy Crocker, and Dwain Preston. Trustees absent: Terri Heinecke and Pam Rein. Others present: Nancy Dolan, Pam Clow, Kim Akers, and Charlie Jones – TQ Liaison.

I. APPROVAL OF AGENDA

Jody Steinke moved to approve the agenda as presented. Angela Ketteman seconded and the motion carried.

II. APPROVAL OF MINUTES

Judy Crocker moved to approve the minutes from the January 12, 2016, meeting as presented. Lynn Niewohner seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

One comment from the patron suggestion box was included with the correspondence. A copy of a receipt from County Market on 48th & Broadway advertising the new Overdrive Media Station was included in the packet. An email from Lisa Duggan, a genealogical researcher from New Zealand, was included in the packet. Ms. Duggan complimented the Library on its genealogical materials and the helpfulness of the staff. A copy of a positive comment on the Library's Facebook page was included in the packet. Pam Clow passed along the details of a phone call she received from a patron praising Judy Decker.

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 January 31, 2016, was \$792,485.31. The balance in the investment account was \$101,302.94. The total assets were \$894,013.25. The total liabilities were \$29,863.66.

B. Circulation and Event Statistics Report

Nancy Dolan reported that circulation of children's materials, QPL outreach checkouts, and TQ children's checkouts were up from last fiscal year. Teacher delivery has expanded to 250 classrooms this year. The Circulation staff have been assisting with deliveries and returns to allow Heather Kath more in-house time at her desk. Download figures from Hoopla are down from last year. Ms. Dolan attributed this to the initial push promoting Hoopla last year. Use of the newspaper archives continue to increase. Ms. Dolan reported that several sections were missing from last year's expansion of the

archives. These sections have been received, but she is unsure if the City's IT Department has them fully loaded on the server yet. A total of 12,490 or 416 visitors per day came through the Library doors in January.

C. Library Report—Nancy Dolan

Nancy Dolan reported that someone ran into a light pole in the patron parking lot in December. Mac's Electric has determined that it is not safe and will be replacing the pole as soon as the parts arrive. Adams County Glass has been contracted to replace or repair some of the windows on the upper floor, but is waiting on better weather before beginning the project. Ms. Dolan highlighted a number of children's programs in January including the Shrektastic Tea Party and the return of the "Do at your Library" series. Programs across all age levels are planned for Black History Month in February. The first program, "From Slavery to the White House," held on February 6 was very well attended. Reference Librarians Jeraca Fite and Farrah McDaniel presented a program on Facebook to the members of the Golden K Kiwanis Club at the request of TQ Board Member Ron Upper. Tax season has begun, and plenty of people are stopping by the Library looking for tax forms. The IRS is not sending out many forms to encourage people to file their taxes online. The mini iPads, purchased through a distribution from the Mary Weems Barton/Quincy Public Library Foundation, are now available for in-house checkout in the children's area. The Library is also now offering video games for checkout thanks to a bequest from the estate of former Children's Librarian Martha Ward. New Circulation Clerk Anna Luppore completed her first month of work and is a welcome addition to the Library. Circulation staff have been kept busy cross-training both in the circulation area and in other areas around the Library. This allows staff to become more familiar with other duties in the Library and assist when there is not sufficient staff in a particular area.

Alexis Bergman was not able to attend the Board meeting. A complete review of teen activities was included in the Library Report. Upcoming teen events include "Teens Take on New York: Cream Soda Extravaganza" on February 13 and "Wheel of Movies: Teen Game Day" on March 12.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending January 31, 2016, was distributed to the Board for approval. There being no discussion, Lynn Niewohner moved to approve the report in the amount of \$30,986.31. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee met on February 3 where they discussed revisions to the current FY15/16 budget and the draft FY16/17 budget. Nancy Dolan reviewed the revisions to the FY15/16 budget noting that \$30,000 was added to the PPRT revenue line just in case the Library receives more than the budgeted amount. If the Library receives \$30,000 in excess PPRT funds, it is required to pay \$18,000 in infrastructure fees to the City. The \$18,000 was also added to the budget on the expense side. Ms. Dolan also added grant funds received, donations received, lowered the fines and fees revenue expected, lowered the non-resident revenue expected, and added the insurance payment received from the water main break to the revenue side of the budget. Ms. Dolan reported that she added to the insurance line, lowered IMRF, and increased postage on the expense side. She also

included the amount of donations received for the Little Read to the expense side and noted that \$2,000 received but unspent for the Little Read will be carried over into the FY16/17 budget. There being no further discussion, Lynn Niewohner moved to approve the revisions to the FY15/16 budget as presented. Dwain Preston seconded and the motion carried. Lynn Niewohner reported that the City of Quincy requested that the FY16/17 draft budget be submitted by February 5. While the full Board did not have an opportunity to review the draft budget before submission, the Finance Committee did review the draft budget and recommends approval. Nancy Dolan reported that the Library will be spending \$115,590 more than expected revenues, which will come out of savings. It was noted that the expense for the vending kiosk has been taken out of the FY16/17 budget because it is anticipated that project will be completed by the end of FY15/16. Ms. Dolan stated that most of the budget lines were kept flat, but salaries were increased per the labor agreement. Christopher Pratt noted that there is only about three more years of dipping into the Library's savings before the Board will have to come up with a way to offset the additional \$100,000+ needed to balance the budget. There being no further discussion, Lynn Niewohner moved to approve the FY16/17 draft budget as presented. Kathy Citro seconded and the motion carried.

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.

F. Ad Hoc-Branch – Angela Ketteiman: Angela Ketteiman reported that the Ad Hoc Branch Committee was scheduled to meet after the presentations from D-Tech and MK Lib Dispensers on the vending kiosks at 5:30 p.m. on February 9. However, the presentations went long and the meeting was cancelled. The motion regarding the vending kiosks is tabled until after the Branch Committee can meet.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Revisions to the 2016 Holiday Schedule. Nancy Dolan reported that Library staff were scheduled to attend the On the Front Lines conference as a staff training day in August. However, because of the of the State budget issues, that conference has been cancelled. Ms. Dolan stated that the staff has planned a regular QPL Staff Training Day on Friday, April 29, 2016, at the Library. Ms. Dolan also asked the Board their opinion on the hours of operation on the Spring Holiday, Friday, March 25, 2016. Typically, the Library is open from 9:00 a.m. to 1:00 p.m. with staff working four hours and getting four hours paid holiday time. Because of the change in hours, Ms. Dolan asked the Board if they wanted the Library to close at 1:00 p.m. as scheduled or 2:00 p.m. After a brief discussion, the Board agreed to keep the closing time on March 25, 2016, at 1:00 p.m. Library staff will need to work four hours to be paid four hours holiday time. There being

no further discussion, Jody Steinke moved that the Library revise the 2016 Holiday Schedule and move the staff training day from August to Friday, April 29, 2016, as requested. Angela Ketteiman seconded and the motion carried.

B. Christopher Pratt stated that, in light of the budget cuts, he wants to revisit the possibility of funding from Quincy Public Schools for the school delivery program. The Library currently delivers to 250 classrooms, primarily in the public school system. Jody Steinke said he has asked about helping fund the program without any response. Mr. Steinke was asked to set up a meeting between QPS and Mr. Pratt to discuss the program and funding assistance from Quincy Public Schools.

C. Nancy Dolan reminded the Board that they will need to discuss options for funding the 2016 Christmas party in the near future. There is currently \$259.36 remaining in the Donor Board Fund from which the Board has traditionally funded the staff request for the party. Ms. Dolan noted that the City of Quincy attorney stated there is no legal reason not to use taxpayer funds for the party, but the City does not use its funds in that manner.

X. PUBLIC COMMENTS

Val Stark asked how the amount of PPRT funds the Library receives is determined. Nancy Dolan replied that the Library receives 10.969% of what the City gets from PPRT but that amount is figured into the monies received through taxation and distributed to the Library by the City. If the City receives more PPRT funds than anticipated, the Library receives 10.969% of those extra funds. If the City receives less than anticipated, the Library's payment from the City is decreased that same percentage. Ms. Dolan receives an accounting from the City with each check that also includes additional or less PPRT funds, but does not receive a detailed accounting of what the City receives from the State.

XI. EXECUTIVE SESSION

Dwain Preston moved that the Board adjourn into Executive Session for the purpose of discussing an employment/appointment matter. Kathy Citro seconded and the regular meeting adjourned at 6:46 p.m. Only Board Members and the TQ Board Member were invited to remain.

There being no further discussion, Lynn Niewohner moved to adjourn the regular meeting. Judy Crocker seconded and the meeting was adjourned at 7:20 p.m.

Respectfully submitted,
Kimberly Akers