

**Quincy Public Library
Board of Trustees Meeting
February 14, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, February 14, 2017, with Christopher Pratt presiding. Trustees present: Judy Crocker, Kathy Citro, Pam Rein, Lynn Niewohner, and Jody Steinke. Trustees absent: Dwain Preston, Angela Ketteman, and Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, and Malinda Vogel – TQ Board.

I. APPROVAL OF AGENDA

Jody Steinke moved to approve the agenda as presented. Lynn Niewohner seconded and the motion carried.

II. APPROVAL OF MINUTES

Judy Crocker moved to approve the minutes from the January 10, 2017, meeting as presented. Pam Rein 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. Two Facebook comments with five-star ratings were included in the packet. An email from Jason Heckenkamp complimenting the newspaper archive was received. A thank you note from 2016 Miss Quincy Angelica Niemann was received thanking the Library for allowing her to volunteer at programs during her year-long reign. Thank you notes from Early Childhood and Adams School were received thanking the Library for the donation of hats, gloves, socks, boots, and mittens from the Library's annual Mitten Tree. A thank you note from Elizabeth Overstad was received thanking the Library for the newspaper archive. Katie Kraushaar noted that Ms. Overstad used the information found in the archive for an article and sent a copy of her article to the Library. An email conversation about the new kiosk branch between Nancy Dolan and Hannibal Public Library Director Hallie Yundt Silver was included in the packet. A thank you note from Judy Decker was received thanking the Board for the Hy-Vee gift certificate. Ms. Dolan noted that the gift certificate was actually from the TQ Board and the Staff Fund. A thank you letter from Nancy Dolan was received thanking the Board for their personal donations for the staff holiday party. Chris Pratt stated that it was a very nice party, and thanked Lynn Niewohner for hosting the party and making all the arrangements.

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 January 31, 2017, was \$785,470.32. Total assets were \$785,695.32. Total liabilities were

\$55,501.20.

B. Circulation and Event Statistics Report

Nancy Dolan reported that the circulation figures are fluctuating because of the RSA migration and most are showing a decrease. The staff are in the process of deleting lost items and expired patron cards, along with changing internal data and guidelines. Items that have been discarded from the system were included in the “in house use” line, which accounts for the dramatic increase from last fiscal year. Bobbi Mock stated that representatives from RSA are at the Library this week to help with the transition. Some areas of the catalog have already been moved to the new system, and the whole system will go live on Thursday, February 16. The Library will be closed on Friday, February 17, to allow staff to check in materials and re-shelve everything. Ms. Mock expects the Library to be extremely busy in the days following the migration as staff and patrons become accustomed to the new system. Ms. Mock did note that new card registrations are up across the board as patrons switched to the new “D” cards in January. A total of 5,837 inactive patron cards have been purged from the system since January of 2016. Ms. Dolan stated that school delivery numbers are significantly down from last year as teachers and staff adapt to the new delivery system. She noted that deliveries in January were down as everyone adjusted to the new system, and because of the weather and the potential teachers’ strike. Ms. Mock stated that there are 88 teachers currently signed up as part of the new school delivery system. Last year there were 400+ teachers, but only a portion were active; the inactive cards were purged from the system. Weather in January was also a factor in the low average daily library visitors and attendance at programs.

C. Library Report—Nancy Dolan

Nancy Dolan reported that Ryan Keck notified her that one of the systems has a bad valve, which will cost an estimated \$2,724 to repair and replace. The Read to Cats Program at the Quincy Humane Society continues to be popular with parents and children alike. This month a total of 16 children practiced their reading skills on the cats (and a few dogs) at the shelter. The Library closed due to the impending ice storm on January 14 and 15 causing the Jungle Tails Tea Party to be rescheduled to January 28. The change in dates didn’t deter the attendees, who greatly enjoyed this annual event. Staff have been kept very busy getting ready for the impending RSA migration. In addition to purging the system of lost items and expired cards, staff have also been cleaning up the online database, cataloguing items, and putting out PR to make patrons aware of these changes. Ms. Dolan reported that she and Ruth Cuthbertson have been working on a direct mail campaign to raise awareness of the TQ Library District. They will present a proposal to the TQ Board at their March meeting recommending information be included in the Adams County tax bill. She noted that this would encompass all library patrons, not just TQ, and is very inexpensive. The Friends held a Bonus Book Sale on January 12, 13, and 14. Unfortunately the Library was closed on January 14 due to weather, which resulted in less than anticipated sales. The Friends are working on their annual Spring Book Sale to be held April 6, 7, and 8, 2017.

Alexis Bergman reported that the teens enjoyed a big turnout for the Harry Potter Movie Marathon on January 21. The February program is Stressbusters to help teens handle pressure and anxiety in their lives; this will be held on February 25. Ms. Bergman updated the Board on the changes to the structure of TAB. She stated that the potential

new teen QPL Board liaison will attend the March meeting to get a feel for the process and see if they are still interested in the position. She noted that changes to the structure will be implemented in the beginning of the 2017/2018 school year.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending January 31, 2017, was distributed to the Board for approval. Lynn Niewohner noted that the Friends donated funds for two-year maintenance agreement for the children's AWE computers at a cost of \$3,150. There being no further discussion, Lynn Niewohner moved to approve the report in the amount of \$55,000.61. Pam Rein 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 was scheduled to meet on February 16, but that meeting has now been rescheduled for Wednesday, February 22, 2017, at 4:30 p.m. The committee will be discussing updates to the Technology Plan.

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 met on January 27 to discuss drafts of two new policies and changes to five current policies. She noted that these changes were mainly language and to bring QPL in line with RSA guidelines. Lynn Niewohner moved that the Board approve the revised Conference and Meeting Attendance Policy as presented. Jody Steinke seconded and the motion carried. Lynn Niewohner moved that the Board approve the draft Policy on Use of Library Credit Cards as presented. Nancy Dolan explained that this was a new policy created at the recommendation of the auditors. Kathy Citro seconded and the motion carried. Lynn Niewohner moved that the Board approve the revised Policy for the Issuance of Library Cards to QPL and TQAPLD Residents as presented. Judy Crocker seconded and the motion carried. Lynn Niewohner moved that the Board approve the revised Policy Governing Library Fines and Fees as presented. Pam Rein seconded and the motion carried. Lynn Niewohner moved that the Board approve the draft Quincy Public Library Security Policy as presented. Ms. Dolan stated that it became necessary to create a new security policy with the installation of security cameras. She adapted the old Illinois Room Security Policy to encompass all security measures in the Library. Pam Rein seconded and the motion carried. Lynn Niewohner moved that the Board approve the revised Teacher Loan Policy as presented. Ms. Niewohner stated that this policy was modified to include the school delivery program. Jody Steinke seconded and the motion carried. Lynn Niewohner moved that the Board approve the revised Policy on Use of Library Computers as presented. Judy Crocker seconded and the motion carried.

F. Ad Hoc – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee met on December 13, 2016, the minutes of which were included in the Board packet.

G. Ad Hoc – Advocacy. Christopher Pratt stated that he will be appointing people to this committee in the coming months.

VIII. UNFINISHED BUSINESS

A. Nancy Dolan reported that she was notified that the Library did not receive the federal digitization grant offered by the National Archives. The reason given is that they are not funding periodical digitization at this time.

B. Nancy Dolan was notified by the State’s Attorney office that the person who stole the DVDs from the Library did do some jail time, has to perform community service, and has to make \$506.35 in restitution to the Library. He has also been banned from the Library as part of his sentence.

IX. NEW BUSINESS

A. Lynn Niewohner thanked the Library for distributing the leftover copies of the Big Read book, “The Joy Luck Club,” at the Senior Center’s new Café 639. The seniors greatly enjoyed receiving copies of the book.

B. Trustee Training Video – Succession Planning and New Board Orientation. The Board watched and discussed the video. The handout for the video was included in the Board packet.

X. PUBLIC COMMENTS

There were no public in attendance.

It was agreed that there was not a need to meet in Executive Session at this time. There being no further discussion, Lynn Niewohner moved to adjourn. Pam Rein seconded and the meeting was adjourned at 6:42 p.m.

Respectfully submitted,
Kimberly Akers