

**Quincy Public Library
Board of Trustees Meeting
January 12, 2016
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, January 12, 2016, with Christopher Pratt presiding. Trustees present: Angela Kettelman, Lynn Niewohner, Pam Rein, Judy Crocker, and Dwain Preston. Trustees absent: Terri Heinecke, Jody Steinke, and Kathy Citro. Others present: Nancy Dolan, Pam Clow, Kim Akers, Alexis Bergman – TAB representative, and Alan Obert – TQ Liaison.

I. APPROVAL OF AGENDA

Christopher Pratt stated that there was no need for an Executive Session at the end of the meeting. Dwain Preston moved to approve the agenda as revised. Judy Crocker seconded and the motion carried.

II. APPROVAL OF MINUTES

Pam Rein moved to approve the minutes from the December 8, 2015, meeting as presented. Angela Kettelman seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Five comments from the patron suggestion box were included with the correspondence. A card from Judy Decker was received thanking the Board for their contribution to the Christmas party. A letter from the Regional Office of Education was received along with a copy of the book, *I Have the ABCs in My Hand*, written by third graders in Quincy. Nancy Dolan noted that this is the second book written by the students. An email from Patty Collins was received thanking the Library for its online resources and asking if the Library would consider adding an online link that one of her students used for research on her science project. A card from Nancy Dolan thanking the Board for their support throughout the year was passed around at the meeting. Ms. Dolan passed around an email from Ron Upper thanking Jeraca Fite and Farrah McDaniel for giving a presentation at a recent Kiwanis meeting.

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 December 31, 2015, was \$813,252.43. The balance in the investment account was \$100,480.70. The total assets were \$913,958.13. The total liabilities were \$33,116.46.

B. Circulation and Event Statistics Report

Nancy Dolan reported that overall circulation is up somewhat, while children's and outreach books are up significantly. Ms. Dolan noted that the Library is still on target to reach 800,000 physical materials circulated by the end of April. Flipster downloads increased 89.94% from November to December. The door count for the month was down from last fiscal year. Use of Ancestry.com and Heritage Quest continue to increase dramatically over last year. Use of the document station and mobile print continues to grow; use of microfilm increased considerably over last year. Use of the adult computers continues to drop. Ms. Dolan believes this is because more people have access to smartphones and tablets. We are still unable to track use of the wireless, but continue to work on the issue.

C. Library Report—Nancy Dolan

Nancy Dolan reported several building issues in December. A sensor went out in the Administration zone, which was replaced by Keck. There are still problems all over the building with the heating system, which Keck addresses as needed. Ms. Dolan stated that we still have not paid the Keck invoice in dispute from last year, but Keck has not said anything about it. She noted that an estimate of \$1,576 from Adams County Glass has been received to replace or reseal 14 main floor windows. Rain has been coming in several windows causing water issues and bubbling in the paint. An estimate to add lighting over the east side of the DVDs and Books on CDs shelves came in at \$1,100, which she feels is rather expensive. She and Pam Clow are also looking into the cost of adding track lighting or portable lighting under each shelf. Ms. Dolan stated there were plenty of programs for all age levels during the month of December, all of which were well attended. The Spring Class and Event Guide was sent to patrons via email and copies are available at the public desks. She noted that the digital events boards are starting to fail; Ruth Cuthbertson is looking into replacement costs. Several articles appeared in the newspaper and staff were interviewed about the new hours, Flipster, and the new Overdrive Media Stations at the Library and County Market. The Friends held their annual holiday luncheon where they approved another donation to the Library for the purchase of two new outdoor patron benches. Ms. Dolan noted that since 1999 the Friends have donated an estimated \$180,000 to the Library for a variety of events, activities, and equipment.

Alexis Bergman reported that the teens held their annual Teen Gingerbread House Workshop on December 5 and the TAB Christmas party on December 9. The January teen event is an Anime Day on January 23.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending November 30, 2015, was distributed to the Board for approval. Lynn Niewohner stated that she looked over the report saw nothing out of the ordinary. There being no further discussion, Lynn Niewohner moved to approve the report in the amount of \$36,831.79. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet, but will need to meet soon to discuss revisions to the FY15/16 budget and the draft FY 16/17 budget.

C. Building & Grounds – Jody Steinke: Jody Steinke was absent. The Building and Grounds Committee did not meet.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee met in Executive Session on January 6, the minutes of which were included in the Board packet. Christopher Pratt stated that the committee reviewed employee evaluations and discussed compensation.

E. Policy – Lynn Niewohner: Lynn Niewohner reported that the Policy Committee did not meet.

F. Ad Hoc-Branch – Angela Ketteyman: Angela Ketteyman reported that the Ad Hoc-Branch Committee met on December 17 where they reviewed the remaining two estimates on the lending kiosks. It was agreed to ask both vendors to visit the Library to give one final presentation to both Boards, Staff, the Friends, and the Foundation. At that time, the vendors will be asked to give their final and best sale price for their unit. The presentations are tentatively scheduled for Tuesday, February 9, 2016, at 4:30 p.m. in the large meeting room. Nancy Dolan noted that City Purchasing Director Jim Murphy stated that the project does not need to go out for bid because this is specialized equipment and the Library has contacted all possible vendors of the equipment.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Nancy Dolan distributed flyers advertising the Library's new hours and events scheduled at the Library for Black History Month in February. She noted that a committee made up of both Library Staff and community members worked together to develop the events for Black History Month.

B. Nancy Dolan stated that the Library uses the Illinois Funds E-Pay account to accept credit cards. The Library has been notified that Illinois Funds is changing their E-Pay accounts and will now charge a monthly \$10 fee for the account. The Library does not earn very much in interest on the credit card account, and pays quite a bit in credit card fees. She has contacted Homebank to see if they can offer a better credit card acceptance program.

C. Nancy Dolan reported that John Wood Community College has reinstated their adult literacy classes including GED classes. JWCC notified the Library in December that they were discontinuing their adult literacy classes due to the budget indecision from

the State. The State of Illinois has since released some funds allowing JWCC to reinstate classes.

D. Nancy Dolan reported that Jim Murphy informed her that starting next year, the Library will need to do their own Affordable Care Act reporting. He stated that the Library has its own Federal Employer Identification Number and must do their own reporting. Ms. Dolan questioned him about the fact that Library employees are actually City employees who are covered by City insurance. He stated that the Library needs to report to the ACA as if they are their own self-funded insurance, otherwise the City would need to report as an insurance carrier, which he does not want to do. He went on to say that at some point in the future the City may require the Library to purchase their own health insurance. She stated that she will continue to discuss this with the City and keep the Board informed.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

There being no further discussion, Lynn Niewohner moved to adjourn the meeting. Dwain Preston seconded and the meeting was adjourned at 6:24 p.m.

Respectfully submitted,
Kimberly Akers