

**Quincy Public Library
Board of Trustees Meeting
January 10, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, January 20, 2017, with Christopher Pratt presiding. Trustees present: Judy Crocker, Kathy Citro, Pam Rein, Dwain Preston, Lynn Niewohner, and Angela Ketteman. Trustees absent: Jody Steinke and Terri Heinecke. Others present: Nancy Dolan, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, and Alan Obert – TQ Board.

I. APPROVAL OF AGENDA

Judy Crocker moved to approve the agenda as presented. Pam Rein seconded and the motion carried.

II. APPROVAL OF MINUTES

Dwain Preston moved to approve the minutes from the December 13, 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

Two comments from the public comment box were presented to the Board. A thank you note from a local school was received thanking the Library for speaking in their classroom.

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 December 31, 2016, was \$741,647.57. Total assets were \$741,872.57. Total liabilities were \$62,414.09.

B. Circulation and Event Statistics Report

Nancy Dolan reported that nearly all of the monthly circulation figures were down again this month with the exception of interlibrary loan figures. She noted that the Library did not deliver materials to the schools in December, but restarted the program on January 2. In December, Bobbi Mock deleted 2,215 patron records due to expired cards. Ms. Mock noted that this not only deletes the library card, but all other records associated with it such as material checkout numbers. Ms. Dolan reported that the monthly traffic figures were down with an average of 368 visitors per day in December.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the Library is hosting an Open House to announce the new branch kiosk at County Market on 48th & Broadway on Tuesday, January 17, 2017, at

5:00 p.m. She noted that lots of PR has gone out about the event and hopes for a good attendance. Mayor Moore and a representative of Niemann Foods are scheduled to speak as well as Ms. Dolan and Angela Ketteman. The Staff and Board Holiday Party will be held on Saturday, January 14, 2017, at 6:00 p.m. at the Quincy Senior and Family Resource Center. With the abrupt changes in the weather, the HVAC is having problems switching from cold to heat. Keck is looking into this problem. Chuck Scholz was the spokesperson for the Library in the December explaining the benefits of having a library card. Ray Heilmann is the spokesperson for January, which promotes the new branch kiosk. The Foundation embarked on their 2016 Annual Campaign, but it got off to a late start. A large number of donation letters were sent out on December 28 to solicit funds to purchase materials for the new kiosk. Several donations have already been received. The Friends are hosting a bonus fiction book sale January 12 through 14 in the large meeting room. Again this month, the Library experienced a substantial amount of turnover in the staff. Anna Luparell began her new duties as the School Delivery Specialist, dedicating herself completely to the position in January. Her previous part-time Circulation Clerk position has been filled by Jennifer Burkett. Part-time Circulation Clerk Kaitlin Vandermaiden left the staff citing difficulty keeping up with her college courses. She was replaced by new Clerk Mikayla Byrd. Part-time Circulation Clerk Jamie Marner will move to become the new part-time Adult Program Specialist, replacing LeAnne Balzer who is moving into the part-time Reference Librarian position created by the resignation of Misty Riutzel. Former Library staff member Rachel Peterson has been hired to replace Jamie on the circulation desk. Ms. Dolan expressed the hope that there are no further staff turnovers for a few months.

Alexis Bergman reported that December was very busy for the TAB members with the annual Gingerbread House Workshop, the Teen Reach Christmas Party, and the TAB Christmas Party. A Harry Potter Movie Marathon is planned for January 21 to coincide with the TAB Book Club's reading of *Harry Potter and the Deathly Hallows*. A Teen Stress Relief Workshop will be held on February 25. Ms. Bergman noted that TAB will lose 10 of its members at the end of the school year. Because of this, TAB will vote to make changes to its officer structure at their January 11 meeting. Instead of having regular officers, TAB is voting to create three new committees: a seasonal planning committee, a membership committee, and an outreach committee. They will also vote to appoint a Board liaison and an alternate. It was determined that too much responsibility was falling on the officers, primarily the president, and TAB is trying to spread out the workload. On behalf of the Board, Lynn Niewohner congratulated the TAB Members on their kindness and generosity for hosting the Teen Reach Christmas Party. She noted that the teens set a great example for the Teen Reach kids.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending December 31, 2016 was distributed to the Board for approval. Lynn Niewohner noted that the Friends donated funds to purchase new delivery bags for the School Delivery Program; this charge was paid on a First National Bank statement. There being no further discussion, Lynn Niewohner moved to approve the report in the amount of \$62,379.40. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance

Committee tried to schedule a meeting to discuss revisions to the FY16/17 working budget and the draft FY17/18 budget, but was unable to arrange a suitable date. Therefore, the two motions were presented to the full Board. Nancy Dolan distributed copies of a new revised FY16/17 budget, stating that she updated the working budget after the December invoices were paid and after the Board packet was sent out. In the revenue lines, Ms. Dolan explained that the PPRT was actually only down about \$10,000 as compared to the \$44,519 reduction that was expected. Both of the 2015 Per Capita Grants for TQ and QPL were received in June of 2016, so they were included in this year's budget. She also added in the funds received for the Big Read Grant and funds for the kiosk from the TQ Board. Ms. Dolan used the estimated cash on hand figure from the audit. On the expense side, Ms. Dolan increased the employee recruitment line because of expenses related to the high staff turnover. She also adjusted lines for donations, programs, books, capital expenditures, and equipment repairs. The expected carryover at the end of the year is \$524,149. There being no further discussion, Angela Kettelman moved to approve the revised FY16/17 working budget as presented. Judy Crocker seconded and the motion carried. Ms. Dolan stated that Interim Administrative Assistant Chris Kirn asked her to submit the Library's draft FY17/18 budget as a flat budget by the end of January. She stated that she kept the same figures as last year except for increasing the salary line and corresponding payroll lines anticipating a salary increase from the upcoming labor negotiations and one expected retirement. She also changed the IMRF line using figures supplied by the City. Christopher Pratt stated that he and TQ Board President Malinda Vogel spoke with Mayor Moore in December. At that meeting, they discussed the possibility of restoring the 10 hours cut from last year's budget. At the Mayor's request, Ms. Dolan also included \$50,437 to restore those 10 hours, which would consist of bringing back the part-time positions eliminated when the public hours were cut. Ms. Dolan noted that the FY17/18 budget does not include figures for branch development or the newspaper archive. There being no further discussion, Pam Rein moved to approve the draft FY17/18 budget as presented. Lynn Niewohner seconded and the motion carried.

C. Building & Grounds – Jody Steinke: Jody Steinke was absent. The Building and Grounds Committee did not meet. Nancy Dolan stated that one of the older delivery vans needs extensive repairs that will cost an estimated \$2,600. After researching the resale value of the van, she does not feel that it is worth repairing the vehicle. She stated that with the schools assisting with the school deliveries, they should be able to make do with just two vans and not replace the vehicle. Christopher Pratt stated that it is within Ms. Dolan's authority to dispose of the vehicle as she sees fit.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee did not meet. Nancy Dolan informed the Board that she erred in calculating a staff member's available sick time. That staff member used what they thought was available sick time and are now in the negative. She spoke with this person and recommended that they not accrue any sick time until the amount used was paid back, but offered to give them a portion of her own sick time. Christopher Pratt stated that it was not necessary for Ms. Dolan to give up her own sick time, and agreed that the person should not accrue sick time until the amount is paid back. Pam Rein asked if the Library staff have a sick bank from which to draw time when they are out of paid time. Ms. Dolan stated that the Library does offer a sick leave bank, but this employee chose not to join the sick leave

bank. Ms. Rein pointed out that sick time is equal to that person's salary, and Ms. Dolan's sick time would be worth more than the employee's. The Board agreed that it was an honest mistake and that the employee should have access to some sick time, but the employee should also bear some of the blame for not keeping track of their own sick time and knowing how much they should have.

E. Policy – Lynn Niewohner: Lynn Niewohner reported that the Policy Committee did not meet, but will meet in the near future. Nancy Dolan stated that the Technology Plan needs to be updated, but questioned whether this was Policy's responsibility or the responsibility of Building & Grounds. It was decided that Building & Grounds handles technology issues, and will be asked to update the plan.

F. Ad Hoc-Branch – Angela Ketteman: Angela Ketteman reported that the Ad Hoc-Branch Committee did not meet, but reminded the Board of the Kiosk Open House on January 17, 2017, at 5:00 p.m.

G. Ad Hoc-Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee met on December 13, but has not met since. She stated that she will brief the Board on their progress in Executive Session at the end of the regular meeting.

VIII. UNFINISHED BUSINESS

A. Advocacy Committee. Christopher Pratt stated that he and Malinda Vogel have not scheduled any meetings, but will in the coming months.

IX. NEW BUSINESS

A. Nancy Dolan reported that she has applied for a RAILS grant for school delivery and a grant from the National Archives to digitize more newspapers for the archive program. She spoke with Ron Wallace and Mary Oakley from Quincy Newspapers, Inc. about this grant, and they are on board with the project.

B. Trustee Training Video – Board Self-Evaluation. The Board watched the video "Board Self-Evaluation." The handout for the video was included in the Board packet.

X. PUBLIC COMMENTS

There were no public in attendance.

Dwain Preston moved to adjourn the Regular Session and reconvene into Executive Session for the purpose of collective negotiating matters or deliberations of salary schedules. Angela Ketteman seconded and the meeting adjourned at 6:54 p.m. Only QPL Board Members and Nancy Dolan were invited to remain in the meeting. The Executive Session was adjourned at 7:00 p.m.

There being no further discussion, Dwain Preston moved to adjourn the Regular Session. Kathy Citro seconded and the meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Kimberly Akers