

Quincy Public Library
Board of Trustees Meeting
July 12, 2016 (revised August 9, 2016)
Minutes

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:03 p.m. on Tuesday, July 12, 2016, with Christopher Pratt presiding. Trustees present: Jody Steinke, Judy Crocker, Pam Rein, Kathy Citro, Dwain Preston, Lynn Niewohner, and Angela Ketteman. Trustees absent: Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, and Kim Akers.

I. APPROVAL OF AGENDA

Jody Steinke moved to approve the agenda as presented. Lynn Niewohner seconded and the motion carried. Judy Crocker noted that the Board does not need to meet in Executive Session this month.

II. APPROVAL OF MINUTES

Pam Rein noted that the minutes incorrectly state that Terri Heinecke voted no on the Prevailing Wage Resolution. Ms. Rein voted no and Ms. Heinecke voted yes. There being no further discussion, Pam Rein moved to approve the minutes from the June 14, 2016, meeting as revised. ~~Jody~~ Judy Crocker 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 suggestion box were presented to the Board. A thank you card from Miss Quincy Angelica Niemann was received thanking the Library for inviting her to participate in the Summer Reading Kickoff. An email from Suzanne Wray was received complimenting the Library on the historic newspaper archive. An email from Ruth Cocker was received complimenting the Library on the historic newspaper archive. A response from Square, the Library's new credit card service, was received sharing the patron's positive experience on a recent visit. Kathy Citro stated that her brother has been using the historic newspaper archive and wondered about copyright restrictions for posting articles on the Internet and social media from 1923 to 1927. Nancy Dolan replied that the Quincy Herald-Whig started ownership of the historic newspapers in May of 1926, so he could ask about permissions from Quincy Newspapers. Ms. Dolan and Katie Kraushaar stated that they believe restrictions on copyrights generally expire after 70 years.

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 June 30, 2016, was \$621,409.30. Total assets were \$621,699.30. Total liabilities were \$53,878.84.

B. Circulation and Event Statistics Report

Nancy Dolan noted that circulation numbers for children's materials were up in June, most likely because of the summer reading program. Interlibrary loan materials increased significantly again this month. Ms. Dolan stated that those figures are not accurate because materials are actually checked out twice when borrowed from another library for QPL patrons – once when received and again when the patron checks them out. Ms. Dolan noted that there was not the usual surge of patron registrations for the beginning of summer reading as seen in previous years. Use of ADML and Hoopla were up, but Tumblebooks was down for an unexplained reason. Database usage was down in June, but that is expected during the summer months. Hits to the homepage and newspaper archive decreased by nearly half from last fiscal year. Ms. Dolan is unsure of the reason. She noted that she still cannot access PC Management figures computer usage statistics. The daily average traffic count was 645 visitors in June, which is down slightly from last fiscal year. Program attendance for the first month of summer reading was up slightly from last year. The Board noted the increase from last year's summer reading kickoff attendance figures.

C. Library Report—Nancy Dolan

Nancy Dolan reported that this year's summer reading kickoff was very well attended with an estimated 950 people arriving throughout the event. The special Friday programs have also been popular with various performers such as Animal Tales featuring live animals the kids could interact with, Spoonman, and Juggling Jeff. The final Friday performance will feature Ronald McDonald, whose visit is being sponsored by the local McDonald's. Teens have enjoyed the summer reading program, and several participated in the first Teen Chocolate Olympics where they competed in Olympic-style events with chocolate to win even more chocolate prizes. Commercials highlighting various services offered by the Library have been airing on local channels. The June commercial showcases the 24/7 hold lockers, and the July commercial will highlight digital services. Plans are underway for the Big Read. A number of donations have been received including a \$5,000 donation from the Friends of the Library and a \$300 grant from the Kiwanis. With an increase in visitors at the Library and desks short-staffed because of recent retirements, staff from all departments have pitched in to help wherever they are needed. Ms. Dolan stated that Library staff have worked very hard to keep the materials shelved and the Library running smoothly for the patrons. Part-time Circulation Clerk Stephanie Foster has left the Library to pursue a career in the medical field. She is replaced by Kaitlyn VanderMaiden who will start on July 14. A recent hire, Beth Steffen, has decided to discontinue her employment at the Library. Her position has been posted and a replacement will be hired as soon as possible.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending June 30, 2016 was distributed to the Board for approval. Lynn Niewohner asked about the Talking Tech invoice. Nancy Dolan explained that Talking Tech is the software and computer system that notifies patrons by telephone of overdues and holds. The system was updated recently, and the Friends of the Library generously donated the funds to purchase the updates. There being no further discussion, Lynn Niewohner moved to approve the reports in the amount of \$54,743.52. Angela Kettelman 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 met on June 24 and again on July 7. The minutes from these meetings were included in the Board packet. Ms. Crocker reported that the committee discussed how to fill the vacant Assistant Director position. With input from Nancy Dolan and Katie Kraushaar, the committee discovered that recently retired Assistant Director Pam Clow spent approximately 1/3 of her job on administrative duties, 1/3 on technological duties, and 1/3 on other library-related duties. The committee agreed that the administrative portion of the position needs to be filled, while the technological portion could be handled by another staff person in consultation with the current Administrative staff. Ms. Crocker stated that QPL handles some library-related issues in unique ways, which the committee would like to see be brought more in line with what other libraries are doing. The committee would like to hire someone with an MLS degree with possibly some human resources and/or business experience. Angela Ketteman asked if the committee would be conducting the interviews. Ms. Crocker replied that has not yet been discussed. There being no further discussion, Pam Rein moved that the Board hire another Assistant Director with the option of hiring someone with an MLS or HR/Operations experience. Jody Steinke seconded and the motion carried.

E. Policy – Lynn Niewohner: Lynn Niewohner reported that the Policy Committee met on July 1, the minutes from which were included in the Board packet. Ms. Niewohner stated that while the committee discussed revisions to two existing policies, the members spent the majority of the meeting discussing a draft employee retirement recognition policy. The committee decided to honor employees who have worked at the Library for at least 20 years and are leaving the Library in whatever capacity, by adding their names to a recognition plaque in the main browsing area of the Library and adding a book with a book plate to the collection. The plaque will be in the shape of a tree with the names on the leaves. The recognition will start with those employees who have left since 2009, which is when Nancy Dolan became Executive Director. Ms. Niewohner stated that the committee discussed how far to go back in the Library's history and decided that it would be too labor intensive to go all the way back to the beginning. Jody Steinke asked why the committee decided to go with a plaque. Ms. Niewohner responded that most people who leave the Library get a huge compensation package anyway (unused sick time and vacation). The committee didn't think that a \$250 gift (the City of Quincy gives its retiring employees a \$250 gift) would mean as much as a lasting dedication. The committee also noted that the Library's budget is currently in dire straits and several gifts of that amount would strain the already tight budget. The Board discussed the size of the plaque and the amount of leaves needed to adequately address future retirements. It was agreed that 35-50 leaves should be sufficient for the next several years. There being no further discussion, Lynn Niewohner moved that the Board approve the draft Employee Retirement Recognition Policy as presented. Dwain Preston seconded and the motion

carried. Ms. Niewohner stated that the committee also addressed changes to the existing Temporary Resident Policy that reduces the number of materials that can be checked out from three to one. There being no further discussion, Lynn Niewohner moved to approve the revised Temporary Residents Policy as presented. Angela Kettelman seconded and the motion carried. The committee also discussed changes to the Freedom of Information Policy to address the cost of printing copies for FOIA requests. There being no further discussion, Lynn Niewohner moved that the Board approve the revised Freedom of Information Policy as presented. Dwain Preston seconded and the motion carried.

F. Ad Hoc-Branch – Angela Kettelman: Angela Kettelman reported that the Ad Hoc-Branch Committee did not meet. Nancy Dolan stated that the book drop has arrived and the Internet connection is installed at County Market. She does not have an estimated arrival date for the kiosk or the holds lockers.

VIII. UNFINISHED BUSINESS

No unfinished business was brought before the Board.

IX. NEW BUSINESS

A. Appointment of Ad Hoc Labor Committee. Christopher Pratt asked that an Ad Hoc Labor Committee be organized to gather information for the upcoming labor agreement negotiations, including salary comparisons from other libraries and other businesses. He noted that this will be a committee to prepare for the labor negotiations, not necessarily the actual negotiation committee. He asked that Lynn Niewohner, Judy Crocker, Dwain Preston, and Kathy Citro serve on the committee.

B. Trustee Training Video. The Board watched the third of ten “Short Takes for Trustees” entitled “Board Ethics.” Handouts for the video were included in the Board packet. After watching the video, a discussion ensued about waiving fines for Board Members, contact between staff members and the Board, and ethics policies. Christopher Pratt asked that a discussion of Board ethics be put on the August agenda. Nancy Dolan was asked to research the Library’s current ethics policies and provide them for the meeting.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

There being no further discussion, Dwain Preston moved to adjourn the regular meeting. Judy Crocker seconded and the meeting was adjourned at 7:08 p.m.

Respectfully submitted,
Kimberly Akers