

**Quincy Public Library
Board of Trustees Meeting
July 11, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:03 p.m. on Tuesday, July 11, 2017, with Christopher Pratt presiding. Trustees present: Pam Rein, Judy Crocker, Kathy Citro, Lynn Niewohner, Angela Ketteman, Dwain Preston, and Beth Young. Trustees absent: Tom Ernst. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, and Michael Hall – TAB Liaison.

I. OATH OF OFFICE

President Christopher Pratt administered the Oath of Office to incoming Board Member Beth Young.

II. APPROVAL OF AGENDA

Angela Ketteman moved to approve the agenda as presented. Pam Rein seconded and the motion carried.

III. APPROVAL OF MINUTES

Pam Rein moved to approve the minutes from the June 13, 2017, meeting as presented. Judy Crocker seconded and the motion carried.

IV. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed Beth Young to the meeting.

V. RECOGNITION OF CORRESPONDENCE

Five comments from the public comment box were presented to the Board. A thank you letter from Signe Oakley of the Quincy Sister City Commission was received thanking the Library for bringing Leo the Library Lion to the recent Germanfest. A thank you note from Paige Anderson of TAB was received thanking Deborah Riddell for her graduation gift and her participation in TAB.

VI. PUBLIC COMMENTS

The public in attendance had no comments.

VII. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of June 30, 2017, was \$679,805.35. Total assets were \$679,895.35. Total liabilities were \$113,640.21.

B. Circulation and Event Statistics Report

Nancy Dolan reported that despite the negative numbers on the report, circulation of materials is up. The negative numbers are attributed to more numbers being broken out

separately instead of included under one heading. Also, renewals are now counted separately rather than included in the detailed statistics. Ms. Dolan noted that Adult, Young Adult, and Children's circulations are up significantly over last year, as are the use of ADML and Hoopla. Christopher Pratt noted that use of Flipster was down quite a bit over last fiscal year. He asked if that was a yearly contract. Ms. Dolan stated that it was a yearly renewal, and said the Library routinely evaluates the use of databases and electronic resources. Use of the hold lockers continues to be steady with 43 people using the County Market lockers and 54 people using the Main Library lockers. The kiosk circulated 126 items in June. These numbers were down slightly from May, but Ms. Dolan speculated that more people were coming to the Library for summer reading activities rather than picking up materials at the County Market location. Bobbi Mock noted that the patron registration figures were higher this month because of summer reading participation and because RSA is offering more accurate numbers. The high use mobile printing was noted. Katie Kraushaar stated that staff are using it to scan older documents and several patrons scanned a large number of materials during June. Ms. Dolan stated that the average daily traffic number for June was 627, but noted that number included Summer Reading Kick-off Day. Without that day, the average daily traffic count was 592. She reported that attendance at programs throughout all age levels was up over last fiscal year.

C. Library Report—Nancy Dolan

Nancy Dolan reported that a valve and compressor were replaced on the HVAC system early in the month. Then a thermistore required replacing, but everything seems to be working right now. The Library received a grant from the Quincy Noon Kiwanis to purchase coding toys for the children's area. These toys will be used during programs and will not be checked out. The new hold lockers have been ordered thanks to the generosity of the TQ Board. A new book drop, funded by the Friends, was also ordered to replace the small book drop at the Harrison Hy-Vee. The smaller book drop will be moved to the new hold lockers at the Lincoln-Douglas School. TQ has agreed to purchase another book drop for the hold lockers at the 12th Street School. The Friday Full S.T.E.A.M. Ahead programs have proved to be extremely popular again this year and have been "sold out" all summer. The Library marked the 100th birthday of Illinois Poet Laureate Gwendolyn Brooks with a display, an adult program, and a teen poetry program. Beth Young stated that she served on the QPS Naming Committee and recommended Gwendolyn Brooks as a name for one of the new schools. She encouraged the Board to email the School Board to suggest other names for the new schools or encourage the School Board to adopt some of the previously suggested names. The Library changed its public faxing service from FAX24 to using the fax module on the new copiers. This change is proving to be a positive one for both patrons and staff. The Friends held their annual summer luncheon on June 12 where they voted to donate \$14,000 to purchase the new book drop, a concrete pad for the book drop, new book carts, sound equipment for the meeting room and puppet theater, and floor-cleaning equipment for Maintenance. Ms. Dolan concluded her report by thanking Library staff for their willingness to work in other areas in addition to their regular duties, especially at the children's desk and the prize store.

Michael Hall reported that there were five newcomers at the July Wii Wednesdays and TAB meeting. The teens enjoyed the Gwendolyn Brooks Poetry Challenge on June 23 and created some amazing new poems using words from Ms. Brooks' poems. Katie Kraushaar stated that the Library was part of a state-wide celebration sponsored by the University of Illinois. She sent some of the teens' poems to the U of I, which was showcased at a poster session at ALA in Chicago the end of June. Mr. Hall reported that the teens are enjoying the Monday Movies, and will watch *Miss Peregrine's Home for Wayward Children* on July 17 and read the book at the teen book discussion on July 19. Teens are also looking forward to the Tie-Dye T-Shirt Workshop on July 21.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending June 30, 2017. Ms. Niewohner stated that there was approximately \$33,000 in material purchases, \$41,000 in RSA fees, and \$11,000 for the purchase of Big Read books resulting in a larger than usual expenditure report. There being no further questions, Lynn Niewohner moved to approve the Expenditure Approval Report ending June 30, 2017, in the amount of \$112,929.85 as presented. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet.

C. Building & Grounds: 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 – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee did not meet, but has a meeting scheduled for Monday, July 17, at 1:00 p.m.

G. Ad Hoc – Advocacy. Christopher Pratt stated that the Ad Hoc-Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Committee Appointments. Christopher Pratt reported that he will have the committee appointments ready for the August Board meeting. He noted that he and Pam Rein will be resigning from the Mary Weems Barton/Quincy Public Library Foundation Board and asked for volunteers to fill those seats. Beth Young and Dwain Preston volunteered to serve on that Board.

IX. NEW BUSINESS

No New Business was brought before the Board.

X. PUBLIC COMMENTS

The public in attendance had no comments.

There being no further discussion, Lynn Niewohner moved to adjourn the meeting. Pam Rein seconded and the meeting was adjourned at 6:40 p.m.

Respectfully submitted,
Kimberly Akers