

Quincy Public Library
Board of Trustees Meeting
June 14, 2016
Minutes (Revised July 12, 2016)

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, June 14, 2016, with Christopher Pratt presiding. Trustees present: Jody Steinke, Judy Crocker, Pam Rein, Kathy Citro, Dwain Preston, Terri Heinecke, Lynn Niewohner, and Angela Kettelman. Others present: Nancy Dolan, Katie Kraushaar, Kim Akers, and Alexis Bergman – TAB Representative.

I. APPROVAL OF AGENDA

Judy Crocker moved to approve the agenda as presented. Lynn Niewohner seconded and the motion carried.

II. APPROVAL OF MINUTES

Pam Rein noted that Lynn Niewohner was not noted as absent in Item VII, Section A. Committee Reports-Audit. There being no further discussion, Pam Rein moved to approve the minutes from the May 10, 2016, meeting as revised. Jody Steinke seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Eight comments from the public suggestion box were presented to the Board. Letters from Secretary of State Jesse White, the Abraham Lincoln Association, and the Elgin History Museum were received. The letters accompanied the donation of the books *They Call Heroes Mister: The Jesse White Story*, *Abraham Lincoln Traveled This Way*, *A Day Long to Be Remembered* and the DVD *Project 2-3-1: A Story of Elgin's African American Heritage*. The materials have been added to the collection. An email from Alicia Bellamy was received complimenting the Library's historic newspaper archive.

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 May 31, 2016, was \$658,068.10. Total assets were \$658,358.10. Total liabilities were \$40,951.88.

B. Circulation and Event Statistics Report

Nancy Dolan noted that these are the first statistics for FY16/17. Circulation of children's books was up over last fiscal year, as were Outreach A/V materials. Even

though it is summer and kids are out of school, Heather Kath is still delivering to summer school and some daycares resulting in a sizable increase in teacher delivery figures over last fiscal year. Self checkouts represented 48.56% of the total checkouts. No usage figures were available for the use of the Internet at all age levels or use of the microfilm and genealogy computers because Ms. Dolan was unable to access the figures from PC Management. The Library averaged 417 people visiting during the month of May. Ms. Dolan noted that this is a decrease from last fiscal year and blames the decline on fewer hours open. Public room usage increased in May. Kim Akers noted that more public groups are using the small and large meeting spaces. Dwain Preston thanked the Library again for the use of the large meeting room for his birthday celebration in February. Attendance at adult programs increased in May while attendance at teen and children's programs decreased slightly. Ms. Dolan noted that the Summer Reading Kickoff was held on June 4; summer reading program numbers will be included in the June and July statistics report.

C. Library Report—Nancy Dolan

Nancy Dolan reported that approximately 950 people attended the Summer Reading Kickoff held on June 4. The Library has received several compliments about the cleanliness and general upkeep of the building and grounds. Ms. Dolan thanked the Maintenance staff for their hard work. Leo the Library Lion attended the Bridge the Gap Race on May 21 to cheer on the participants and greet children at the finish line. Ms. Dolan noted that there have been five staff resignations and retirements since January. Three part-time clerks have been hired and one more part-time position is pending. Lynn Niewohner congratulated Alexis Bergman on her acceptance to the STEM program to be held at the University of Massachusetts the end of June.

Alexis Bergman reported that the teens hosted a Star Wars Tribute Day on May 7, which was a big hit. Twenty TAB volunteers attended the Summer Reading Kickoff to help serve popcorn, direct patrons, paint faces, and assist with crafts. The teen Monday movies have started for the summer and are proving popular. TAB held a graduation party, complete with a water balloon fight and a barbeque, to celebrate the graduation of several long-time TAB members. Teens are invited to attend the Chocolate Olympics on Friday, June 17, at 1:00 p.m.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending May 31, 2016 was distributed to the Board for approval. Kim Akers noted that there was an expenditure approval list for the credit card payments and an expenditure approval list for two equipment deposits for the kiosk project along with the regular expenditure approval list for the May 2016 invoices. There being no discussion, Lynn Niewohner moved to approve the reports in the amount of \$69,092.50. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet. Nancy Dolan reported that she was asked to revise the FY16/17

budget to bring the expenditures into line with the revenues. She presented a revised FY16/17 budget that reduced spending by nearly \$38,000. She reduced the salary/wages line to reflect hiring someone to fill the open Assistant Director position at a lower rate and the health/life insurance line to reflect the 90-day waiting period for new hires. She added the TQ donation for the lending kiosk to both the revenue and expense sides, but noted that TQ has not yet issued a check for the donation. Ms. Dolan also reduced materials lines that typically come in under budget such as the periodical lines. Terri Heinecke asked if the Board has spoken with Quincy Public Schools about helping to fund the school delivery program. Christopher Pratt stated that he has not yet spoken with officials at QPS, but is planning on doing that this month. There being no further discussion, Lynn Niewohner moved to approve the revised FY16/17 budget as presented. Jody Steinke seconded and the motion carried.

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 1 in Executive Session. She will discuss the content of that meeting in the Executive Session at the end of the agenda.

E. Policy – Lynn Niewohner: Lynn Niewohner reported that the Policy Committee did not meet, but probably needs to meet soon. Nancy Dolan stated that she is unaware of any business for the Policy Committee.

F. Ad Hoc-Branch – Angela Kettelman: Angela Kettelman reported that the Ad Hoc-Branch Committee did not meet. Nancy Dolan stated that the kiosk is on order and should arrive in July. Christopher Pratt thanked the TQ Board for generously donating the entire purchase amount for all the equipment for the project. He also noted that the Mary Weems Barton/Quincy Public Library Foundation will be donating the annual fund drive proceeds to purchase materials for the kiosk.

VIII. UNFINISHED BUSINESS

A. Nominating Committee Report. Christopher Pratt reported that the Nominating Committee met, and is pleased to announce that Jody Steinke and Kathy Citro have agreed to remain on the Board for another three-year term. The Committee presented the following slate of officers for FY16/17:

President	Christopher Pratt
Vice President	Jody Steinke
Secretary/Treasurer	Lynn Niewohner

Mr. Pratt also stated that unless someone would like to change their assignment, all committees will remain the same in FY16/17.

IX. NEW BUSINESS

A. Approval of FY16/17 Prevailing Wage Resolution. Nancy Dolan reported that the annual Prevailing Wage Resolution was included in the Board packet. She noted that because of the lack of a state budget, the current prevailing wage remains at the July 2015 rates. There being no further discussion, Jody Steinke moved to approve the Prevailing Wage Resolution using whatever the current prevailing wage rates are for the State of Illinois. Angela Kettelman seconded. The motion carried with Jody Steinke, Angela Kettelman, Judy Crocker, Dwain Preston, Lynn Niewohner, ~~Pam Rein~~ Terri Heinecke, Kathy Citro, and Christopher Pratt voting yes and ~~Terri Heinecke~~ Pam Rein voting no.

B. Approval of Annual Report. Nancy Dolan presented the FY15/16 Annual Report for the City of Quincy to the Board. She noted that the figures in this report are unaudited, but it was due to the City by the end of May. There being no further discussion, Lynn Niewohner moved to approve the FY15/16 Annual Report as presented. Dwain Preston seconded and the motion carried.

C. IL Public Library Annual Report (IPLAR). Nancy Dolan presented the FY15/16 Illinois Public Library Annual Report (IPLAR). She stated that this report is due to the State of Illinois by the end of June.

D. Review of Executive Session Minutes. Christopher Pratt stated that the Board is required to periodically review the Executive Session minutes for the past year to determine whether or not to open the minutes to the public. Judy Crocker stated that all of the previous year's Executive Sessions were to discuss personnel matters and recommended that they remain closed. There being no further discussion, Judy Crocker moved to leave the past year's Executive Session minutes sealed. Lynn Niewohner seconded and the motion carried.

E. Trustee Training Video. The Board watched the second of ten "Short Takes for Trustees" entitled "Board Meetings." Nancy Dolan distributed handouts for the video.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

XI. EXECUTIVE SESSION

Pam Rein moved that the Board adjourn into Executive Session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s). Kathy Citro seconded and the regular meeting adjourned at 6:48 p.m. QPL Board Members and Nancy Dolan were invited to remain.

There being no further discussion, Terri Heinecke moved to adjourn the regular meeting. Kathy Citro seconded and the meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Kimberly Akers