

**Quincy Public Library  
Board of Trustees Meeting  
June 12, 2018  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, June 12, 2018, with Christopher Pratt presiding. Trustees present: Judy Crocker, Pam Rein, Kathy Citro, Angela Ketteman, Lynn Niewohner, and Beth Young. Trustees absent: Tom Ernst and Dwain Preston. Others present: Michael Hall – TAB Representative, Nancy Dolan, Kim Akers, Bobbi Mock, and Katie Kraushaar.

**I. APPROVAL OF AGENDA**

Beth Young moved to approve the agenda as presented. Pam Rein seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Ketteman moved to approve the minutes from the May 8, 2018, meeting as presented. Pam Rein seconded.

**III. PRESIDENT'S COMMENTS**

President Christopher Pratt welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

Three comments were received from the public comment box. An email from Tammy Tebo Sipfle was received complimenting the Library on the historic newspaper archive. An email from Washington School teacher Janelle Wathen was received thanking the Library for hosting a virtual field trip to the Library for her students. A thank you note from John Beintema of Ameren IL was received thanking the Library for allowing Ameren to use the meeting room for a workshop. An email from Gene Willimann was received thanking Katie Kraushaar for her presentation to the Adams County Retired Teachers. A letter from Senator Tammy Duckworth was received thanking the Library for hosting her staff's Mobile Office Hours to allow citizens to meet with her representatives.

**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, 2018, was \$486,965.56. Total assets were \$487,055.56. Total liabilities were \$96,847.52.

**B. Circulation and Event Statistics Report**

Nancy Dolan reported that the total circulation by material numbers for the month were

very close to last fiscal year. Bobbi Mock explained the difference between the circulation by material figures and the circulation by patron type figures. She noted that the by material figures are more accurate as they show the actual physical materials checked out. The by patron type figures show who is checking out the materials and includes materials in processing (being repaired, being cataloged, in transit, etc.), which accounts for the higher total circulation numbers. The Lincoln-Douglas lockers went offline at the end of the school year, and no usage figures were available. Use of ADML was down, while Hoopla and Flipster numbers were up. E-Read Illinois numbers were not available. It was noted that patrons are not only utilizing ADML for their e-books, but are also using Axis 360 (E-Read Illinois) and Hoopla which accounts for the change in usage numbers. Each platform has slightly different offerings providing patrons a wider selection of electronic materials. It was noted that the large drop in use of mobile print and the document station from last fiscal year was because staff were using the equipment to scan in-house materials last year. The door counter at the main entrance broke during May and did not register any figures. A spare door counter was installed, and last year's figures were used as an estimate for the month.

### **C. Library Report—Nancy Dolan**

Nancy Dolan reported that an estimated 750 people attended the Summer Reading Kickoff on June 2. The rain kept everyone indoors, but the event was still a success with lots of families stopping by to pick up their summer reading information. New groundcover is being planted on the Jersey Street bank to help slow erosion in that area. Rain on May 25 caused minor flooding in the basement; this issue was looked at several years ago but deemed too expensive to repair for an occasional problem. The Library hosted several tours and presentations in May including a Skype tour of the Library for Washington School first graders. Bobbi Mock has been appointed to the RSA Board, which will allow her to have a voice in decisions made regarding the consortium. The sale of surplus library equipment and furniture is progressing. Reference Librarian LeAnne Balzer has been awarded the full-time Collection Development Librarian position; the part-time Reference Librarian has been posted for bid. The Library is still searching for an Adult Events Programmer, and now has an opening for a part-time Maintenance/Custodian. The Library has contracted with Measha Ferguson Smith to implement the Reach Out for Reading project funded by a grant from the Tracy Family Foundation.

Michael Hall reported that TAB members handed out over 250 flyers at Junior High and Senior High informing teens about upcoming summer events and encouraging participation in the teen summer reading program. The teen Monday movies are proving popular, and teens are looking forward to the Great Race Library Style on June 16. The teen book club is reading *The BFG* by Roald Dahl, and will have an opportunity to watch the movie based on the book on June 25.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending May 31, 2018. Kim Akers noted that this report

includes credit card invoices for both May and June. There being no further discussion, Lynn Niewohner moved to approve the Expenditure Approval List in the amount of \$100,296.99 as presented. Pam Rein seconded and the motion carried.

**B. Finance – Lynn Niewohner:** Lynn Niewohner reported that the Finance Committee did not meet. Beth Young asked if Ms. Niewohner had heard back from any of the aldermen or the Mayor regarding the email she sent to the City Council about the Library’s budget cut. Ms. Niewohner stated she only heard back from Jeff VanCamp who said that the consensus of the City Council was that the Library’s buyouts of staff vacation and sick time were excessive. Nancy Dolan noted that the City does buyouts of employee vacation and sick time, but they do it annually and the Library did it as a one-time deal. Pam Rein stated that she believes the aldermen took the letter not as an inquiry but rather a statement that required no action.

Nancy Dolan reported that the Board will need to revise the budget in July to address increases in utility costs. She also stated that Lynn Niewohner has suggested that the Board create a replacement reserve fund. Ms. Dolan checked with Ann Scott about creating this fund. Ms. Scott asked how the fund would be designated; whether it would be a line item within the budget or if it would be a separate fund. Ms. Niewohner stated she would like to see it be a separate board restricted fund within the trust funds. With that designation, only the Board would be able to the distribute funds. Christopher Pratt asked if the Board has the ability to create this fund and transfer general funds into it. Ms. Scott told Ms. Dolan that it was possible through a resolution. Ms. Dolan then asked how much the Board wanted to transfer. She noted that the Board could transfer all of the rollover after the audit or just some and keep the remainder in the budget for contingencies or for any line items over budget at the end of the fiscal year. Lynn Niewohner moved to establish a separate trust fund for a board designated fund made up of the rollover funds after the audit. Pam Rein seconded and the motion carried.

**C. Building & Grounds – Kathy Citro:** Kathy Citro reported that the Building and Grounds Committee did not meet. She questioned the need to meet to discuss the basement flooding, and requested that Nancy Dolan call a meeting if she felt it was needed.

**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. Nancy Dolan stated that someone recently donated a piano to the Library, and a policy was needed to address the use of this new equipment. She also reported that a community member is donating 100% of the profits from her jewelry-making business from June 1 to August 15 to the Library. The business owner has asked to set up a “pop-up” store in the Library on July 21. Ms. Dolan stated that the current solicitation policy needs to be update to address patrons selling things in the Library. Ms. Niewohner asked that the committee meet to discuss these policies and a policy regarding the Board Fund

as discussed in the Finance report above.

**F. Ad Hoc – Advocacy.** Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet.

**VIII. UNFINISHED BUSINESS**

**A. Report from Nominating Committee.** Beth Young reported that Christopher Pratt, Pam Rein, Angela Kettelman, and Lynn Niewohner have all agreed to remain on the Board for another term. The Committee recommends the following slate of officers for FY18/19:

President	Lynn Niewohner
Vice President	Pam Rein
Secretary/Treasurer	Angela Kettelman

The Board will vote on the slate of officers at the July 10 annual meeting.

**IX. NEW BUSINESS**

**A. Approval of Prevailing Wage Resolution.** A copy of the Prevailing Wage Resolution was included in the Board packet. There being no discussion, Judy Crocker moved to approve the Prevailing Wage Resolution as presented. Beth Young seconded. A vote was called and the motion carried with Beth Young, Angela Kettelman, Christopher Pratt, Lynn Niewohner, Judy Crocker, and Kathy Citro voting yes and Pam Rein voting no.

**B. Review of Executive Session Minutes.** Nancy Dolan stated that the Board is required to review the closed session minutes every six months, and may destroy the audio recordings of the closed sessions after 18 months if there are written minutes. She noted that she emailed Joe Duesterhaus to see if he had any more closed session recordings from 2004 or older, but has not heard from him. There being no further discussion, Angela Kettelman moved to destroy any recordings that are 18 months or older, leave the remaining minutes closed, and wait for a response from Joe Duesterhaus for the older sessions. Lynn Niewohner seconded and the motion carried.

**C. Discussion of Fine Reduction.** Bobbi Mock reported that while attending the Public Library Association Conference she had an opportunity to explore the practice of no fines for library patrons especially children. She stated that some library staff believe that overdue fines on children's cards cause negative feelings about libraries and prevent children from developing the lifelong reading habit. A popular theory is that children under the age of 10 cannot be held responsible for returning their materials as they are dependent upon parents or older adults to bring them to the library. She noted that there are two proposals for fine reduction across the country – no fines for specific age groups or no fines for age-related materials regardless of who checks them out. Studies show that having a fine-free policy teaches responsibility, actually improves the return rate, creates a positive relationship with the library, and keeps children coming back to the

library as they grow up. Ms. Mock stated that she would like to see no overdue fines charged on the kids only cards. She noted that patrons would still be charged for lost or damaged materials. Ms. Mock was asked how the Reading Off Fines program is doing. She replied that some patrons are taking advantage of the program, but some children are not able to because materials were checked out on an adult card and the program only applies to materials on a kids only card. Christopher Pratt stated that without fines there are no repercussions for not returning materials. Kathy Citro asked if the Library had ever discussed increasing the checkout period. Pam Rein suggested that the Library consider keeping the current two-week checkout period, but remind patrons at the end of two weeks and automatically renew the materials for an additional two week grace period. It was suggested that this be a three-month trial period and be promoted as a way to encourage reading over the summer. After a lengthy discussion, Lynn Niewohner moved that the Library keep the two-week checkout period, remind patrons at the end of the two weeks, automatically renew materials for an additional two week grace period. She further moved that this would run from June 15 to September 15, would be for all age levels, would only apply to print materials, and would count as one of the three allowed renewals. Kathy Citro seconded and the motion carried. It was suggested that this should be promoted as a part of the summer reading program to avoid confusion when the trial period ends.

**D. Annual Report to the City.** A copy of the Annual Report to the City was included in the Board packet. Nancy Dolan noted that the figures in this report are unaudited.

**E. Illinois Public Library Annual Report.** A copy of the IPLAR, the annual report to the State, was included in the Board packet.

**F.** Nancy Dolan stated that she has ordered some network equipment as recommended by Corey Dean of the City's IT Department. She noted that the Library is able to take advantage of a sizable discount through the e-rate program. The actual cost of the equipment is \$26,844 but the cost to the Library will be \$5,368.84.

**G.** Lynn Niewohner reported that the Library was the topic of a recent Facebook post by a local public school teacher. In the post, the teacher criticized the Library for fines she incurred as part of the school delivery program and encouraged teachers not to participate in the program. Judy Crocker replied to the comment and asked that the teacher not debate the issue on social media, but rather discuss the problem in person with the appropriate Library staff. Bobbi Mock gave a detailed explanation of the issue and stated that she did speak with the teacher prior to the post, but not to the extent noted in the post. She did comment on the post asking the teacher to contact her directly to speak about the issue, but has not heard from her yet. The Board agreed that debating this topic on social media was not constructive, and the initial post and subsequent comments are portraying the Library in a negative light. It was recommended that Nancy Dolan and Christopher Pratt write a letter to the teacher explaining the situation and send a copy to School Superintendent Roy Webb.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

Pam Rein moved to adjourn the Regular Session and move into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Kathy Citro seconded and the motion carried. The meeting was adjourned at 7:35 p.m. QPL Board Members and Nancy Dolan were invited to remain. Nancy Dolan was excused from the Executive Session after a short period. Pam Rein moved to adjourn from closed session at approximately 8:15 p.m. Angela Kettelman seconded and the regular session meeting reconvened.

There being no further discussion, Judy Crocker moved to adjourn the meeting at 8:15 p.m. Beth Young seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers