

**Quincy Public Library**  
**Board of Trustees Meeting**  
**March 8, 2016**  
**Revised April 12, 2016**  
**Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, March 8, 2016, with Christopher Pratt presiding. Trustees present: Lynn Niewohner, Jody Steinke, Judy Crocker, Pam Rein, Dwain Preston, and Angela Ketteman. Trustees absent: Terri Heinecke and Kathy Citro. Others present: Nancy Dolan, Pam Clow, Katie Kraushaar, Kim Akers, Alexis Bergman – TAB representative, and Fred Witte – TQ Liaison.

**I. APPROVAL OF AGENDA**

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

**II. APPROVAL OF MINUTES**

Jody Steinke moved to approve the minutes from the February 9, 2016, meeting as presented. Dwain Preston seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Christopher Pratt welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

One comment from the patron suggestion box was included with the correspondence. An email from Rod House was received thanking the Library for the 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 February 29, 2016, was \$770,029.58. The balance in the investment account was \$52,222.75. The total assets were \$822,477.33. The total liabilities were \$39,491.82. Nancy Dolan noted that Ann Scott has balanced the investment account in the Illinois Funds.

**B. Circulation and Event Statistics Report**

Nancy Dolan reported that circulation of children's book, A/V materials, and interlibrary loan requests filled for QPL patrons were up this month. Total number of cardholders as of February 29, 2016, is 29,420. The total number at the end of February 2015 was 32,960. Pam Clow reported that the Circ staff is now doing monthly purges of inactive cards. Those cards without any activity and that do not owe the Library a significant amount of money are purged from the system. As in previous months, the teacher delivery circulation continues to grow and is the main reason the Library's circulation

numbers are nearing the 800,000 mark. Ms. Clow noted that the Flipster circulation figure is incorrect. Flipster reported that they are rolling out so many new products they were unable to provide correct statistics for February. Use of the newspaper archive continues to grow. Ms. Dolan reported that more data has been loaded into the archive, and most problems have been fixed. In answer to a question, Ms. Dolan stated that the Library still cannot track wireless hits. According to the City's IT Department, there is no way to accurately track wi-fi usage in the Library. Program attendance numbers were positive across all age levels in February. A number of programs were held for Black History Month, and a Little Read event was held at Washington School. Ms. Dolan represented the Library at the JWCC Parenting Fair.

### **C. Library Report—Nancy Dolan**

Nancy Dolan reported that the track lighting along the east side of the DVDs has been installed. The new light pole in the patron parking lot has been installed replacing the one that had been run into this winter. The Library held a fire drill on March 8. In accordance with the emergency plan, the fire doors were dropped down during the drill. After the drill was over, the children's fire door would not retract. When the fire alarms went off during repairs to the front entrance in November, neither of the fire doors came down. After the recent fire drill, Overhead Door was called and they discovered that the children's fire door had a broken chain and the reference fire door needed repairs, too. Everything is now working in the event of a fire. For the past several months, Natascha Will has been meeting parents and children at the Quincy Humane Society for a Library-sponsored "Read to Cats" program. This program allows the children to become more proficient while reading to a non-judgmental "audience." Black History Month at the Library was a great success. Nearly all of the programs were well attended and many compliments were shared at all of the events. A new app on the Library's Facebook page allows patrons to access the Library's catalog or their personal account without having to leave Facebook. The Friends are gearing up for their annual spring book sale to be held ~~April 8, 9, and 10~~, April 7, 8, and 9, 2016, in the large meeting room. The Maintenance staff recently installed new wall shelving in the Friends sorting area downstairs to hold all of the higher value books that the Friends sell online. The Library just completed an upgrade to the Evanced reservation system. SignUp has replaced Events for Library-sponsored programs and meetings, and Spaces has replaced Room Reserve for patron meeting room use. Sean Waters and Kim Akers were in charge of this migration. Ms. Akers noted that Mr. Waters was a huge help and is a valuable technological asset to the Library.

Alexis Bergman reported that the January program, "Anime Afternoon" focusing on Japanese culture, was very well received, and the teens would like to have another similar program to explore other cultures. The February program, "Teens Take on New York: Cream Soda Extravaganza," was also quite popular. Ms. Bergman reported that in addition to learning more about New York and enjoying cream sodas, the teens also made no-bake cookies. While the cookies were setting up, the teens were able to tour the Dr. Richard Eell's house for Black History Month.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** The Expenditure Approval List for the month ending February 29, 2016, was distributed to the Board for approval. It was noted that there are

actually two Expenditure Approval Lists. Kim Akers stated that when the Board meeting is early in the month, the credit card invoices do not arrive in time to be included with the rest of the payables. These invoices are then paid with the next payroll cycle, usually on the 15<sup>th</sup> of the month. There being no discussion, Lynn Niewohner moved to approve both reports for a total of \$48,315.28. Dwain Preston 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 did not meet.

**E. Policy – Lynn Niewohner:** Lynn Niewohner reported that the Policy Committee did not meet.

**F. Ad Hoc-Branch – Angela Ketteiman:** Pam Clow reported that the Ad Hoc Branch Committee met on March 4, 2016, to continue the discussion of extending library service to the community. For several months the committee has been discussing the possible purchase of a large vending kiosk to dispense materials, allow returns, allow patrons to pick up holds, and possibly even register for a temporary library cards. However, after contacting the few libraries in the United States that are actually using these units, Ms. Clow reported that their experiences are not as positive as the committee would like and there is not enough additional circulation to justify the expense of purchasing a kiosk. Therefore, the committee is looking at a smaller unit similar to a candy vending machine. These units costs significantly less (approximately \$30,000 to \$40,000) and still can dispense up to 500 items. They are more staff intensive as they would need to be refilled manually and they do not dispense holds or accept returns. To address that concern, the committee is looking at a book return and hold lockers to be placed at the location with the smaller vending machine. After more information has been received and libraries that currently have these machines have been contacted for their feedback, the committee will meet again to further discuss this project.

## **VIII. UNFINISHED BUSINESS**

**A.** Nancy Dolan reminded the Board that they will need to discuss the funding options for the Christmas party in the near future. This discussion can either be done by the Board as a whole or sent to Finance for recommendations.

**B.** Christopher Pratt stated that he has not yet had a chance to work on the letter to the Quincy Public Schools asking for a meeting to discuss assistance in funding the Library's school delivery program.

## **IX. NEW BUSINESS**

**A. Discussion of Library Summer Hours.** Nancy Dolan reported that she, Pam Clow, and Katie Kraushaar have been trying to come up with a recommendation on summer hours, but have no clear insight into the issue. Circulation numbers and door

traffic do not point to specific busy or slow times throughout the week. Ms. Clow noted that whatever is decided, patrons will adapt to the new hours. Ms. Dolan stated that she does not want to reduce hours further. She sees three options: Keep the current hours, change to the traditional summer hours, or be creative and come up with entirely new summer hours. Christopher Pratt asked if the iPads could be used to conduct a brief poll of the patrons to help determine what hours best suits their needs. The Board agreed that the Administrative Staff have the best insight into what hours will best address the needs of the community. Ms. Dolan, Ms. Clow, and Ms. Kraushaar were asked to continue their research and make a recommendation to the Board using the survey results from the lobby iPad poll. Jody Steinke noted that Quincy Public Schools will probably dismiss for the summer early because they did not use very many snow days. He also expects the 2017 school year to start later than usual because of construction on the new schools.

**B.** Nancy Dolan stated that the Library will be celebrating National Library Week the week of April 10, and have asked the Mayor to make a proclamation at the April 11, 2016, City Council meeting. That same evening, the Library's Volunteer Recognition Dinner will be held at Sprout's at 5:30 p.m. The Library will be hosting a Quincy Area Chamber of Commerce Business Before Hours on Thursday, April 28, from 7:00 a.m. to 8:30 a.m. The Library will have food, giveaways, and tours of the Library. On April 29, the Library will be closed for the annual QPL Staff Training Day. The following day is the Dogwood Parade. The Library's entry will be the Book Cart Drill Team.

**C.** Judy Crocker stated that she was recently at a meeting with Bruce Guthrie, Executive Director of The District. She said he was very complimentary about the Library and its staff as a whole, and praised Nancy Dolan for her involvement in the District Diplomats program.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

**XI. EXECUTIVE SESSION**

Angela Kettelman 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). Pam Rein seconded and the regular meeting adjourned at 6:32 p.m. Board Members, the TQ Board Member, and Pam Clow were invited to remain. Nancy Dolan asked to also remain in the Executive Session.

Lynn Niewohner moved that the Board reconvene into regular session. Dwain Preston seconded and the Executive Session adjourned at 7:31 p.m.

There being no further discussion, Lynn Niewohner moved to adjourn the regular meeting. Dwain Preston seconded and the meeting was adjourned at 7:32 p.m.

Respectfully submitted,  
Kimberly Akers