

Quincy Public Library
Board of Trustees Meeting
May 10, 2016
Minutes (revised June 14, 2016)

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, May 10, 2016, with Christopher Pratt presiding. Trustees present: Jody Steinke, Judy Crocker, Pam Rein, Kathy Citro, Dwain Preston, and Angela Ketteman. Trustees absent: Lynn Niewohner and Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Kim Akers, Alexis Bergman – TAB Representative, and Charlie Jones – TQ Liaison.

I. APPROVAL OF AGENDA

Judy Crocker moved to approve the agenda as presented. Dwain Preston seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the minutes from the April 12, 2016, meeting as presented. Pam Rein seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

A thank you note from the family of Helen Hardy was received thanking the Library for flowers sent to her funeral. Mrs. Hardy was a long-time QPL Board Member and Friend of the Library. Several emails from Luke Harden were received discussing the Library's historic photo archive.

V. PUBLIC COMMENTS

There were no comments from the public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner was absent. Christopher Pratt reported that the balance in the Homebank Operating Fund as of April 30, 2016, was \$726,051.45. The balance in the Illinois Funds account was \$54,029.40. The total assets were \$780,305.85. The total liabilities were \$1,260.71. Nancy Dolan reported that the Library stopped using the IL Funds E-Pay account and started using Square to accept credit cards. Kim Akers noted that the IL Funds account balance is not correct on the report because the bank statement for the credit cards does not include the current IL Funds balance. An up-to-date report has been received, which will be used to balance IL Funds.

B. Circulation and Event Statistics Report

Nancy Dolan reported that this is the final report for fiscal year 15/16. The year ended with circulation by material and circulation by patron types up slightly over last fiscal

year. The Library missed the 800,000 print items circulated by less than 5,000 items. However, including the digital materials numbers, the Library was well over the 800,000 total items circulated. Ms. Dolan noted that the school delivery program contributed largely to this increase over last fiscal year. The number of registered cardholders dropped from last fiscal year, but Ms. Dolan noted that the Library recently purged its database of expired cards. The teacher delivery program ended the year with a more than 25% increase over last fiscal year. The virtual services of ADML, Hoopla, and Tumblebooks all saw significantly increased usage, and Flipster has been consistently popular since its inception in the fall of 2015. Self-checkouts represented 52% of the overall circulation for April and 55% of the yearly checkouts compared to 46% of the yearly checkouts for FY14/15. Database usage continues to fluctuate. A new database has been added to the genealogical resources; Fold3 is a military records research database. Access figures for the Library's homepage and newspaper archive ended with an increase, however figures for the newspaper archive are inaccurate as several months of usage statistics from FY14/15 were missing while the site was being updated. The overall traffic count for the year was down from last fiscal year. Ms. Dolan attributes this to the shorter hours. Overall program attendance figures were up slightly from last fiscal year and are expected to remain steady this year.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the two uninterruptible power supplies that were damaged in a recent power surge have been replaced, and the refrigerator that was also damaged is on order. Children enjoyed the fourth annual "Lights Out Stuffed Animals Sleepover" on April 14. Children left their favorite animals at the Library to enjoy an evening of exploration and fun with Leo the Library Lion. They returned the following Saturday to retrieve their friends and watch a slide show highlighting what they had been up to. The adult coloring club continues to increase in popularity. The Library hosted a Business Before Hours on April 28 for the Chamber of Commerce. Over 60 people stopped by to learn more about the Library and enjoy a light breakfast. The next day was the annual QPL Day where staff listened to several speakers and enjoyed a day of training. Service awards were distributed on QPL Day to Val Stark, Kim Akers, Deborah Riddell, Peggy Duesdieker, and Natascha Will. The Book Cart Drill Team was unable to participate in the Dogwood Parade this year due to soggy conditions, but several Library staff members braved the rain to hand out candy along the route. The campaign committee is working on a commercial showcasing all of the services the Library has to offer. It should be ready to air by summer. The Library is once again saying goodbye to two long-time employees as they retire. Pam Clow is retiring after 38 years of service and Jo Arnold is retiring after 19 years of service.

Alexis Bergman reported that the teens held a Sewing Workshop in April. Because there was also an ACT workshop scheduled the same day, it was not well attended. However, materials are being brought to the monthly TAB meetings for anyone who wasn't able to attend and would like to make a book bag. The teens also hosted a Star Wars Day on May 7, which featured a showing of the original Star Wars movie, light saber fights, costumes, and Star Wars themed snacks. The teens have started planning their

Halloween party, which will feature characters coming alive out of their favorite books. Ms. Bergman reported that they have changed the format of the teen book club to meet every two weeks to allow teens more opportunity to read their book club selections as well as their required school reading.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner was absent. The Expenditure Approval List for the month ending April 30, 2016, and ending the fiscal year was distributed to the Board for approval. There being no discussion, Jody Steinke moved to approve the report in the amount of \$20,207.27. Pam Rein seconded and the motion carried. The first Expenditure Approval List for FY16/17 was also presented to the Board for approval. There being no discussion, Jody Steinke moved to approve the report in the amount of \$67,398.79. Pam Rein seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner was absent. The Finance Committee did not meet. Nancy Dolan presented revisions to the FY15/16 budget. She noted that these are the final, but unaudited figures for the end of FY15/16. The Library ended the year with money left over, including funds in the branch development fund and the newspaper archive line. She noted that the Library received \$8,073.69 less in property taxes, which was reduced 6% from last fiscal year. The Library was expected to earn more than \$30,000 in PPRT and had paid the \$18,000 infrastructure fee to the City as contractually agreed upon. When the PPRT ended up at only \$19,303.46, the City returned the \$18,000. She also noted that the Library did not receive the Per Capita Grant funds in FY15/16; two payments were received in FY14/15. There being no further discussion, Pam Rein moved to approve the end of FY15/16 budget as revised. Dwain Preston seconded and the motion carried. Ms. Dolan then presented the draft budget for FY16/17. She stated that this budget includes the Per Capita Grant funds, which has been awarded but not yet received and the Big Read Grant funds, which has also been awarded but not yet received. The Big Read Grant line also includes \$2,000 in donations carried over from last fiscal year. The budget also includes \$34,484.50 from the LLSAP grant carried over from last fiscal year for the RSA migration. Because of the overpayment in PPRT funds by the State of Illinois, the Library expects to have to pay back \$44,519.46 in PPRT funds which will probably be subtracted from the City's monthly payments to the Library. Ms. Dolan stated that she added extra funds to the salary line, which she will explain in Executive Session. She noted that the MICA insurance expense was down almost \$11,000 from last year and the IMRF expense line is also down. She stated that the Library should see a small savings in health insurance costs because new employees are required to have a 90-day waiting period before being added to the Library's insurance. Ms. Dolan stated that this draft budget shows using \$218,203.39 out of savings, or expenses are anticipated to be \$218,203.39 more than revenue. She noted this amount does not include the anticipated carry over from FY15/16, which will be determined after the annual audit. In answer to a question, Ms. Dolan noted that the Board can revise this budget as much as necessary, but the Library needs a working budget for the year. Pam Rein asked if there was any place to cut the

budget so that the revenues and expenses balance. Ms. Dolan stated that the Library has already cut staff and hours to the point where QPL is no longer within minimum state standards for hours of operation. The materials lines must stay at a minimum of 12% of the operating budget; the Library is currently right at that minimum. She noted that the Library usually does not spend its entire yearly budget and expects to see a carry-over of approximately \$160,000 from FY15/16. There being no further discussion, Judy Crocker moved that the Board approve the draft FY16/17 budget as presented. Jody Steinke seconded. Judy Crocker, Jody Steinke, Angela Ketteman, Christopher Pratt, Kathy Citro, and Dwain Preston voted for the motion. Pam Rein voted against the motion. The motion carried. Mr. Pratt asked Ms. Dolan if she could go back over the budget and look at the lines that were underspent last year to see if they could be cut this year. Ms. Dolan will look at the FY16/17 budget again and bring a revised draft to the June Board meeting.

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 was absent. The Policy Committee did not meet.

F. Ad Hoc-Branch – Angela Ketteman: Angela Ketteman reported that the Ad Hoc-Branch Committee met on April 25. Ms. Ketteman stated that when the Ad Hoc-Branch Committee was formed, it was charged with finding a way to bring library service to the outlying areas of the library district. Over the years, the committee explored in detail a physical branch, bringing back bookmobile service, a large lending kiosk, and finally a smaller lending kiosk. Ms. Ketteman praised the work of the Library staff who did all of the research and gathered all of the details on each of these proposals. After discussing the cost implications of this latest proposal, the committee is recommending the purchase of the smaller lending kiosk, a set of hold lockers, a book return, and a computer to be used as both a library catalog and a wi-fi hotspot. Ms. Ketteman noted that the total cost of all the equipment is significantly less than the previously considered kiosk and could be paid for entirely out of the branch development fund. However, the TQ Board, the Friends, and the Foundation have agreed that they would support this project. Ms. Ketteman noted that if this kiosk is well-used by the community, a second unit could be purchased, possibly with community donations, and placed at another outlying location. County Market at 48th & Broadway has agreed to house this lending kiosk. Charlie Jones from the TQ Board stated that TQ is pleased with this solution and is willing to offer monetary support for the project. Nancy Dolan stated that the Mary Weems Barton/Quincy Public Library Foundation agreed at its May meeting to begin an annual campaign to raise funds to purchase materials for the kiosk. Ms. Dolan noted that it is possible that the annual maintenance fee may not be needed in the future, which would bring the yearly cost down to approximately \$6,000. There being no further

discussion, Pam Rein moved to approve the purchase of an RTI Lending Library Kiosk, a set of LEID Access.it hold lockers, an RTI TouchPac computer, and an EZMT Indoor Book Drop at an estimated cost of \$56,508. She further moved that the Library approve the annual estimated costs of \$9,540. Dwain Preston seconded and the motion carried.

VIII. UNFINISHED BUSINESS

A. Nominating Committee Report. The Nominating Committee of Christopher Pratt, Dwain Preston, and Pam Rein did not have a report. They will present their report at the June Board meeting.

IX. NEW BUSINESS

A. Approval of FY16/17 Non-Resident Fee. Nancy Dolan presented the formula showing the calculation of the annual minimum non-resident fee. The minimum fee for FY16/17 is \$79.44. Ms. Dolan recommends keeping the current non-resident fee of \$100. There being no further discussion, Judy Crocker moved to approve the FY16/17 Non-Resident fee of \$100 effective June 1, 2016. Pam Rein seconded and the motion carried.

B. Trustee Training Video. Nancy Dolan explained that the American Library Association has produced a series of short training videos for library trustees called "Short Takes for Trustees." They consist of videos lasting no more than 10 minutes or so that cover a variety of educational topics for trustees. She would like to show one of these each meeting. The Board watched the first video entitled, "What It Means to Be a Trustee."

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

XI. EXECUTIVE SESSION

Jody Steinke 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). Dwain Preston seconded and the regular meeting adjourned at 7:02 p.m. QPL Board Members and Nancy Dolan were invited to remain. Jody Steinke moved that the Board adjourn out of Executive Session. Dwain Preston seconded and the motion carried. The Executive Session was adjourned at 7:46 p.m.

There being no further discussion, Dwain Preston moved to adjourn the regular meeting. Angela Ketteman seconded and the meeting was adjourned at 7:47 p.m.

Respectfully submitted,
Kimberly Akers