

**Quincy Public Library
Board of Trustees Meeting
May 9, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, May 9, 2017, with Christopher Pratt presiding. Trustees present: Pam Rein, Judy Crocker, Jody Steinke, Lynn Niewohner, Angela Ketteman, and Dwain Preston. Trustees absent: Kathy Citro and Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, Michael Hall – TAB Liaison, and Charlie Jones – TQ Liaison.

I. APPROVAL OF AGENDA

Pam Rein moved to approve the agenda as presented. Judy Crocker seconded and the motion carried.

II. APPROVAL OF MINUTES

Nancy Dolan asked that the final sentence in the Circulation and Event Statistics Report be revised to read, "...that an average of 407 people daily came into the Library in March." Lynn Niewohner moved to approve the minutes from the April 13, 2017, meeting as revised. Pam Rein seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt announced he has good news to share, but will wait until Executive Session.

IV. RECOGNITION OF CORRESPONDENCE

Seven comments from the public comment box were presented to the Board. A thank you note from Judy Decker was received thanking the staff for the gifts and good wishes in celebration of her retirement. A letter from Secretary of State Jesse White was received awarding the Library a Per Capita Grant in the amount of \$31,549.09. Nancy Dolan noted that this amount was a few hundred dollars more than last year.

V. PUBLIC COMMENTS

There were no public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of April 30, 2017, was \$754,049.51. Total assets were \$754,274.51. Total liabilities were \$377.34.

B. Circulation and Event Statistics Report

Nancy Dolan reported that they are making progress with ensuring that the circulation figures are being reported accurately. Most of the numbers are down, but she attributes this to the changes in the teacher delivery service and fewer deposit collections. She noted that self-checkouts remain steady with nearly half of the patrons using the self-checkout stations. The tax inserts went out with the property tax bills this month. Bobbi

Mock reports that several people have come into the Library wanting to get a Library card or asking for more information about how to get a card at their area library. Digital services remain strong with increases in the use of both Hoopla and ADML. The Newspaper Archive, children's computers, and mobile printing also saw increased use in April. Ms. Dolan noted that she revised the door count from the amount on the report. She stated that the correct amount should be 10,578 total and an average of 392 visitors per day.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the Library received higher than expected PPRT funds for the year, which resulted in a check being written to the City's IT Department for \$18,000 for infrastructure costs. Keck has once again been in the Library working on the air handlers and replacing the board for the system that controls the Illinois Room. The Library honored its volunteers with a potted plant and dinner at Sprouts Inn on April 25. Students from Quincy's sister city in Herford, Germany, visited the Library to do some research on Quincy's German roots and immigration. The Library has been notified that it has once again received a Big Read Grant from the National Endowment for the Arts. Because of the uncertainty of federal funding, Ms. Dolan was unsure of whether or not the Library would actually receive the promised funds. However, the Library was informed that the NEA has enough money on hand to fund the grant this year, although next year is in doubt. Some staff attended RSA Day in Peoria on April 18 where they learned more about RSA and attended workshops on mending, cataloguing, marketing, and adult programming. The Library held its annual QPL Day staff training day on April 28. Staff enjoyed sessions about the flex plan and RSA, as well as stress relief and a road trip to learn more about the new kiosk at County Market. Service awards were also presented to six staff members. Pat Woodworth spoke to the Low Vision Group at St. James about special technology offered by the Library and homebound delivery service. Two area library groups met at QPL in April – the Reference Roundtable and the Long Distance Librarians.

Michael Hall reviewed April teen events which included the discussion of the book *I Am the Messenger* at the teen book club, the Teen Improv Event on April 1, the Dungeons & Dragons competition on Game Day April 29, and TAB participation in the Dogwood Parade. He reported that teens are looking forward to touring the John Wood Mansion and Quincy Museum on May 13 and the Monday Movies as part of the summer reading program, which will start on June 5.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented two Expenditure Approval Lists; one ending FY16/17 and one starting FY17/18. Ms. Niewohner questioned the credit of \$60 to Blessing Hospital. Kim Akers replied that the Library offered first aid training to staff, which was taught by the Quincy Fire Department, but used Blessing Hospital equipment. The bill was paid to Blessing in error; there was a corrected payment to Quincy Fire Department on the same report. There being no further questions, Lynn Niewohner moved to approve the Expenditure Approval Report ending FY16/17 in the amount of \$84,071.82 as presented. Dwain Preston seconded and the motion carried. Ms. Niewohner then presented the report starting FY17/18 noting the report included quite a few invoices for databases, annual maintenance fees, and summer

reading expenses. There being no further discussion, Lynn Niewohner moved to approve the FY17/18 report in the amount of \$25,745.49. Pam Rein 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 – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee did not meet.

G. Ad Hoc – Advocacy. Christopher Pratt stated he had something to report to the Board, but would bring it up in Executive Session.

VIII. UNFINISHED BUSINESS

A. Nominating Committee Report. Pam Rein reported that the Nominating Committee met just before the Board meeting. Dwain Preston and Judy Crocker have indicated that they would like to remain on the Board. Therefore, the committee only has to recommend a replacement for Jody Steinke's seat. Christopher Pratt reported that he spoke with Mayor Kyle Moore about possible replacements. The Mayor has not made a decision at this time. Mr. Pratt reported that Terri Heinecke will no longer be the City Council representative on the Board. There was some confusion as to who has been appointed to serve as the representative. Ms. Rein will find out and let the Board know. Ms. Rein stated that she will talk to Mayor Moore at next week's City Council meeting about possible Board Members. She also reported that Mr. Pratt has agreed to serve another year as Board President. Lynn Niewohner will possibly serve another year as Secretary/Treasurer, leaving only the position of Vice President to be filled. Dwain Preston has expressed some interest in that position. A potential Board Member and a full slate of officers will be presented at the June Board meeting, to be installed and approved at the July annual meeting.

IX. NEW BUSINESS

A. Approval of FY17/18 Non-Resident Fee. Nancy Dolan reported that she figured this year's formula for determining the yearly rate, and the minimum amount that can be charged for a non-resident card is \$81.40. Angela Kettelman moved that the Board approve the FY17/18 Non-Resident card Fee of \$100 as presented, effective June 1, 2017. Lynn Niewohner seconded and the motion carried. Ms. Dolan then reported that she was contacted by a person who had purchased a non-resident card, but became ill and did not use the card. She offered to extend the amount of time left on the card to longer than 12 months, but the individual preferred to have his \$100 refunded claiming financial

hardship. Ms. Dolan included a copy of the Issuance of Card to Non-Residents Policy, which states that, “Non-resident library card fees are non-refundable under any circumstance.” Bobbi Mock did note that the card owner may designate an authorized borrower to use their card if they are unable to come to the Library to borrow materials. Ms. Dolan stated she offered this option to the individual, but they really only wanted their money refunded. She also noted that the non-resident card had expired at the time of contact. The Board agreed that the policy clearly indicates no refunds under any circumstances, and that Ms. Dolan should inform the patron of that policy. They also suggested that Ms. Dolan recommend that the person contact the Quincy Senior and Family Services Center to put them in contact with someone who might be able to assist with their financial hardship.

B. Lynn Niewohner congratulated Jody Steinke on his promotion to Principal of Quincy Senior High School, and thanked him for his service to the Board. She also thanked TAB representative Alexis Bergman for all her input to the Board on behalf of library teens. In turn, Ms. Bergman thanked the Board for the opportunity to provide information about teen programs and thanked them for their continuing interest in the teen population.

C. Summer Reading Presentation – Katie Kraushaar. Manager of Information Services Katie Kraushaar presented a “Library Jeopardy” game to the Board highlighting this year’s summer reading program. The kickoff will be Saturday, June 3, 2017, at the Library. She also distributed copies of the summer Class and Event Guide.

X. PUBLIC COMMENTS

There were no public in attendance.

Lynn Niewohner moved to adjourn into Executive Session for the purpose of collective negotiating matters or deliberations of salary schedules. Jody Steinke seconded and the regular session was adjourned at 6:36 p.m. Nancy Dolan, QPL Board Members, and TQ Board Member Charlie Jones were asked to remain.

Pam Rein moved to adjourn the Executive Session. Dwain Preston seconded and the Executive Session was adjourned at 6:55 p.m. There being no further discussion, Jody Steinke moved to adjourn the meeting. Pam Rein seconded and the meeting was adjourned at 6:56 p.m.

Respectfully submitted,
Kimberly Akers