

**Quincy Public Library
Board of Trustees Meeting
May 8, 2018
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, May 8, 2018, with Lynn Niewohner presiding. Trustees present: Judy Crocker, Pam Rein, Kathy Citro, Angela Ketteman, Tom Ernst, and Beth Young. Trustees absent: Christopher Pratt and Dwain Preston. Others present: Michael Hall – TAB Representative, Charlie Jones – TQ Liaison, Nancy Dolan, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Judy Crocker moved to approve the agenda as presented. Beth Young seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the minutes from the April 10, 2018, meeting as presented. Pam Rein seconded. Nancy Dolan asked that the revision from the March 13, 2018, minutes be clarified. She asked that Committee Reports – B. Finance be revised to reflect that the additional collection development contribution from the TQ Board will be \$190,000 if taken over two years or \$120,000 if taken over four years. Those amounts include the current collection development contribution from TQ of \$50,000. Ms. Dolan noted that the Board has since agreed to the four-year timeline. Angela Ketteman moved to approve the revised minutes. Pam Rein seconded and the motion carried.

III. PRESIDENT'S COMMENTS

Secretary / Treasurer Lynn Niewohner welcomed everyone to the meeting. Beth Young thanked the Library for being a host site for the U.S. Grant Symposium on April 28. There were 171 people in attendance at the day-long event.

IV. RECOGNITION OF CORRESPONDENCE

Four comments were received from the public comment box. A thank you letter from the Muddy River Herb Guild was received thanking Bobbi Mock for refreshments at their meeting in honor of their volunteer work at the Library. A letter from United Way was received awarding the Library a \$5,000 grant to purchase books for the 1,000 Books Before Kindergarten program, which will start in the fall. A letter from Secretary of State Jesse White was received announcing the FY2018 Per Capita Grant. Nancy Dolan stated that the grants this year will be fully funded at \$1.25 per person or \$50,791.25. She does not expect the funds to be received until 2019. Several positive comments from the Library's Facebook page were included. A second letter from Secretary of State Jesse White was received awarding the Library a Back to Books Grant in the amount of \$4,500. This grant will be used to purchase school delivery books.

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 April 30, 2018, was \$462,886.20. Total assets were \$462,976.20. Total liabilities were \$138.85.

B. Circulation and Event Statistics Report

Nancy Dolan reported that children's and adult material circulation were up for the month of April, but the overall circulation by material was slightly down for the year. Use of the kiosk and lockers were up and self-checkouts represented nearly 1/3 of overall checkouts for the year. Patron registrations were strong for the year and increased significantly in April. Use of Hoopla, Tumblebooks, and Flipster were up, while ADML was down slightly. Ms. Dolan stated that the Library is evaluating renewing Tumblebooks, which is an e-book platform for children. Katie Kraushaar reported that the Heritage Quest database was not recognizing some patron's library cards, but that issue has been fixed. She stated that the Library continues to evaluate underperforming databases and promote those that are valuable resources. She noted that Learning Express is being heavily promoted to teachers to make them aware of the continuous value to students at all age levels. Bobbi Mock reported that the Library is looking at providing electronic access only cards to those students who are unable to receive a full library card so they may access databases and other e-resources at the Library. The estimated April daily visits were 389, which included the Grant Symposium attendees. Ms. Dolan noted that the year to date traffic count was down slightly from last fiscal year, but she is not worried about the downturn because of the increased use of electronic resources. Adult program numbers were higher than last fiscal year because the numbers included the Business Before Hours program on April 26. Puppet show numbers were down for April because Early Childhood was unable to send students to the performances.

C. Library Report—Nancy Dolan

Nancy Dolan reported that a representative from TMI was at the Library on May 7 to analyze and evaluate the HVAC system. He did an all-day diagnostic and stated that he thinks adjustments can be made to the system to make it run better. However, Will Matlick reported that the compressors on the roof are still not functioning and haven't for several years. Ms. Dolan noted that Keck is aware of the issue, but seem to be unable to fix it. Library staff attended an all-day training on April 27 at the Library. Staff learned about serving patrons with autism, and the best ways to accommodate homeless patrons, those with other disabilities, and people under the influence. Service awards were presented to Sally Blackwell – 25 years, Will Matlick – 15 years, Sean Waters – 10 years, and Ruth Cuthbertson – 5 years. The Friends held their annual Spring Book Sale April 12 – 14, and realized approximately \$3,000.

Michael Hall reported that attendance at teen events have decreased so TAB members are

visiting Quincy Junior High School on May 15 and Quincy Senior High School on May 24 to promote teen activities at the Library. Beth Young asked if there were any plans to visit QND. No plans were in place at this time, but Nancy Dolan will ask Deborah Riddell about the suggestion. Mr. Hall reported that seven teens walked with the Library's entry in the Dogwood Parade on May 5. Teens will have a chance to show off their cooking skills at the Teen Iron Chef Competition on May 12. Mr. Hall concluded his report by stating that nearly all of the TAB members will be volunteering at the Summer Reading Kickoff on June 2, and are heavily promoting teen participating in the summer reading program.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the FY17/18 Expenditure Approval List for the month ending April 30, 2018. She noted the report included expenses for sending two staff members to PLA and the purchase of three computers. There being no further discussion, Angela Ketteman moved to approve the FY17/18 Expenditure Approval Report in the amount of \$33,727.19 as presented. Pam Rein seconded and the motion carried. Lynn Niewohner then presented the FY18/19 Expenditure Approval List for May 8, 2018, in the amount of \$10,906.82. Ms. Niewohner noted that these invoices start the new fiscal year and are primarily invoices for the summer reading program. There being no further discussion, Angela Ketteman moved to approve the FY18/19 Expenditure Approval List in the amount of \$10,906.82 as presented. Pam Rein seconded and the motion carried.

B. Finance – Lynn Niewohner: Nancy Dolan presented revisions to the FY17/18 budget. She stated that these revisions show the actual revenues and expenses at the end of the fiscal year, but noted they are unaudited. She reported that donations were up over the budgeted amount, but the PPRT and tax revenues were short \$46,959.64. Most of the expense lines came in under budget with a final total of \$2,542,975.46, which is \$208,345 under budget. However, expenses did outspend the revenues by \$292,428.65 primarily because of the staff buyouts. Total unaudited cash on hand at the end of the year is \$400,649.35. There being no further discussion, Judy Crocker moved to approve the revisions to the FY17/18 budget as presented. Kathy Citro seconded and the motion carried.

Lynn Niewohner and Nancy Dolan then presented two revised FY18/19 budgets both showing the 4% cut from the City. One budget includes the restoration of two part-time and one full-time professional positions spending \$15,240.00 over income. The other budget is balanced, but only restores one part-time clerk position and the full-time professional position. Ms. Dolan noted that there was a carryover from the FY17/18 budget and expects staff to be just as frugal this year not spending their entire budgets. Tom Ernst asked if it was necessary to restore all three positions. Ms. Dolan, Katie Kraushaar, and Bobbi Mock all stated that these vacancies are causing hardship on existing staff who have had to assume additional duties. They noted that these positions have already been empty for several months, and the Library is moving into summer reading, which comes with increased workloads. Ms. Dolan noted that the Board can

adopt either budget and revise it later. She also stated that the job description for the full-time librarian position has been revised and includes collection development duties, more desk service, some cataloging, and possibly some adult programming duties. Ms. Dolan stated that if the Library is to keep the same levels of programming, school delivery, homebound services, and current public hours, staffing levels have to be restored. In answer to a question from Mr. Ernst, Ms. Dolan stated that if staffing levels are not restored, the Library would need to cut a weekend day all year long and not just in the summer. Ms. Kraushaar noted that even though the Library is not open on Sundays throughout the summer, those hours have been moved so the Library can open earlier during the week. Ms. Niewohner suggested adopting the budget that restores all three positions, delaying the hiring of a full-time librarian, and ask the Personnel Committee to further evaluate that position. Kathy Citro suggested that the librarian position be changed to a part-time position. Ms. Kraushaar replied that move would cut into the Library's ability to grow the collection and would result in less time for on-desk duties. Several Board Members noted that it is the job of the Executive Director to hire employees and utilize the budget in the best interest of the Library. It is the Board's job to adopt a budget and be fiscally responsible in funding the Library. Pam Rein moved to approve the revisions to the FY18/19 budget that restores all three positions. Beth Young seconded. After a brief discussion, Ms. Rein and Ms. Young rescinded their motions. Kathy Citro then moved to approve the revisions to the FY18/19 balanced budget that restores one full-time position and one part-time position. Judy Crocker seconded. Ms. Dolan noted that budget restores the clerk and the librarian position but not the adult programmer position. The discussion indicated the Board would rather see the adult programmer position restored and the clerk position left vacant, which would result in a slight increase in expense as the clerk position is paid at a lower rate than the programmer position. There being no further discussion, Ms. Niewohner called for a vote. The motion carried.

Ms. Niewohner asked Mr. Ernst if the City took the 4% cut from the entire Library budget, which includes taxes levied on behalf of the Library and the PPRT specifically designated for the Library, or only from the funds supplementing the Library's budget from the City's general budget. Mr. Ernst replied that the funds came from the general funds supplement. After reviewing the numbers, Ms. Niewohner informed Mr. Ernst that the cut was taken from the entire Library budget meaning that the Library was not given the entire amount levied on its behalf nor the designated PPRT funds. Mr. Ernst will look into the issue.

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 HVAC issues, but ultimately decided that Nancy Dolan was handling the issues and could request a meeting if necessary.

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 presented a draft Notary Policy, which was developed as a result of Kim Akers and Jeraca Fite attending a Notary Training Workshop. Ms. Akers stated that the Library currently has five notaries, but discovered at this training that they were not completing notarizations correctly. All five notaries have since been trained and are now providing correct notarizations. The presenter at the workshop recommended that the Library have a policy in place that explains what is required to have a document notarized and what notaries can and cannot notarize. Tom Ernst asked if the Library’s attorney had reviewed the policy. Ms. Dolan replied that the Library typically does not ask an attorney to review every policy and felt the policy was comprehensive as presented. There being no further discussion, Angela Kettelman moved to approve the Notary Policy as presented. Pam Rein seconded. A vote was called with Pam Rein, Kathy Citro, Judy Crocker, Lynn Niewohner, and Angela Kettelman voting yes and Tom Ernst and Beth Young voting no. The motion carried.

F. Ad Hoc – Labor: Lynn Niewohner reported that the Ad Hoc Labor Committee did not meet.

G. Ad Hoc – Advocacy. Christopher Pratt was absent. The Ad Hoc Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Discussion and Adoption of Summer Hours. Nancy Dolan requested that the Board keep the same summer hours as last year – Monday 9:00 a.m. to 8:00 p.m., Tuesday through Thursday 9:00 a.m. to 6:00 p.m., Friday and Saturday 9:00 a.m. to 5:00 p.m., and closed on Sundays. Judy Crocker moved to approve the summer hours as recommended. Beth Young seconded and the motion carried.

B. Report from Nominating Committee. The Nominating Committee consisting of Beth Young, Kathy Citro, and Dwain Preston did not have a report. Pam Rein, Angela Kettelman, and Lynn Niewohner stated that they are all retaining their seats on the Board. The Committee will contact Christopher Pratt to see if he is interested in remaining on the Board and meet to develop a slate of officers. They will report at the June QPL Board meeting.

IX. NEW BUSINESS

A. Approval of FY18/19 Non-Resident Fee. Nancy Dolan presented the calculations for the FY18/19 Non-Resident Fee. The minimum fee is \$82.06, but Ms. Dolan recommended keeping the same amount of \$100 per year. There being no further discussion, Angela Kettelman moved to approve the FY18/19 Non-Resident fee of \$100 effective June 1, 2018, as recommended. Pam Rein seconded and the motion carried.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

Beth Young moved to adjourn the Regular Session and move into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Tom Ernst seconded and the motion carried. The meeting was adjourned at 7:30 p.m. Only QPL Board Members and the TQ Board liaison were invited to remain.

Tom Ernst moved to adjourn the Executive Session and reconvene into Regular Session at 8:03 p.m. Angela Kettelman seconded and the motion carried. Tom Ernst moved to accept the Executive Director's resignation with regrets. Beth Young seconded and the motion carried. Kathy Citro moved to pay retroactive pay to a former employee according to the Labor Agreement. Beth Young seconded and the motion carried. Pam Rein moved to pay up to \$1,000 to an employee who did not receive a buyout. Kathy Citro seconded and the motion carried. The Board recommended that either the Personnel Committee meet or a Search Committee be appointed to begin the search for a new Executive Director.

There being no further discussion, Pam Rein moved to adjourn the meeting at 8:08 p.m. Tom Ernst seconded and the motion carried.

Respectfully submitted,
Kimberly Akers