

**Quincy Public Library  
Board of Trustees Meeting  
November 8, 2016  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, November 8, 2016, with Christopher Pratt presiding. Trustees present: Judy Crocker, Kathy Citro, Jody Steinke, Dwain Preston, Lynn Niewohner, and Angela Ketteman. Trustees absent: Pam Rein and Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, and Susan East – TQ Board.

**I. APPROVAL OF AGENDA**

Judy Crocker moved to approve the agenda as presented. Jody Steinke seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Ketteman moved to approve the minutes from the October 11, 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**

Five comments from the public comment box were presented to the Board. Nancy Dolan announced that space has been made on the public bulletin board in the Reference browsing area for responses to the comments. A thank you letter from Cheerful Home was received thanking the Friends of the Library for their donation of children's books culled from the book sale items. Two complimentary emails from Good Samaritan Home were received thanking Val Stark for recent selections for their residents. A note was received from Adams County Health Department along with a \$250 donation thanking the Library for the donation of children's books also culled from the book sale items. Ms. Dolan stated that the Health Department gives these books to children who come in for vaccinations and other health issues. A thank you note from the Little Read was received from Mrs. Polak's 2<sup>nd</sup> grade class at Dewey School. A packet of thank you letters from the Little Read was received also from Dewey School.

**V. PUBLIC COMMENTS**

There was no public in attendance at the meeting.

**VI. LIBRARY REPORTS:**

**A. Financial Report--Lynn Niewohner**

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of October 31, 2016, was \$751,288.36. Total assets were \$751,578.36. Total liabilities were \$45,773.97.

## **B. Circulation and Event Statistics Report**

Nancy Dolan reported that most of the monthly circulation figures were down again this month, although circulation of children's a/v and interlibrary loan materials were up for the month. She noted that TQ Outreach, interlibrary loan, and staff circulation figures have been consistently up. No figures for the self-checkouts were reported for October, because the unit stopped recording data during the month. Sirsi was notified and is working on the problem. The new Fold3 military database is still proving to be quite popular with 285 uses during October. Katie Kraushaar reported that the patron laptops were out of commission for part of the month, but were replaced with thin clients as were the teen computers as part of a donation from TQ. The new thin clients were well-received by patrons. Daily average traffic figures for October were 417, which is down from October of 2015. Adult program attendance continues to increase as the discussion groups and adult coloring club gain in popularity. The Library was informed that Early Childhood can no longer attend all of the puppet shows; they are now only allowed to attend one per year, which has contributed to the decrease in attendance.

## **C. Library Report—Nancy Dolan**

Nancy Dolan reported that the patron laptops were replaced with thin clients and will be used in upcoming technology workshops. The teen computers were also replaced with thin clients and will be repurposed in Circulation. The Big Read ended in October with the Chinese Festival Fun for Family, which was enjoyed by a number of families. The October commercial highlighted the genealogy materials and services, while the November commercial showcases the Outreach and delivery services. December's commercial will be about the new kiosk, and January's commercial will encourage library card sign-ups. Ms. Dolan announced that School Delivery Specialist Heather Kath has resigned her position. She is taking this opportunity to revise the school delivery program, and has temporarily suspended the program until the position is filled and the program updated. Among other changes, the policy will be revised and new guidelines put in place. Teachers can still request items, but must pick them up at the Library. Ms. Dolan has scheduled a meeting with School Superintendent Roy Webb on November 9 to discuss the program and possible monetary support from Quincy Schools. The Library now has three open positions. Because no one was hired for the Audio/Visual / Technical Services Librarian position within the required 45 days, it was necessary to repost the position. However, Ms. Dolan reported that she has someone in mind for that position once the bidding deadline has been reached. She is currently reviewing for candidates for the part-time Reference Librarian and full-time School Delivery Specialist positions.

Alexis Bergman reported that the teens had a great time partnering with Teen Reach for the Tai Chi demonstration and Chinese dinner as part of the Big Read. TAB members enjoyed their time with Teen Reach so much that they have agreed to host a Christmas Party for the kids at Teen Reach and are purchasing gifts for them out of their own pockets. The Teen Halloween Party was very successful with 91 people attending, which included some of the parents who stayed to enjoy the haunted library experience. The next teen program is the 80's Murder Mystery Party on November 12.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** The Expenditure Approval List for the month ending October 31, 2016 was distributed to the Board for approval. Lynn Niewohner noted that the invoice to Ebsco for the renewal of the Flipster digital magazine subscription was included in the expenditure report. There being no further discussion, Lynn Niewohner moved to approve the report in the amount of \$45,720.70. 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. Nancy Dolan stated that she is working on revising some policies, and asked that the committee meet in the near future.

**F. Ad Hoc-Branch – Angela Ketteyman:** Angela Ketteyman reported that the Ad Hoc-Branch Committee did not meet. Nancy Dolan reported that the kiosk has arrived and has been installed. Circulation staff have been working with the kiosk to get it operational, but there have been a few bugs. She expects it to be ready soon, and stated that a grand opening is being planned for sometime in the coming weeks.

**G. Ad Hoc-Labor:** Lynn Niewohner reported that the Ad Hoc-Labor Committee met on October 11 and again just prior to the Board meeting on November 8. Ms. Niewohner thanked the committee for all their hard work and stated they are making progress.

## **VIII. UNFINISHED BUSINESS**

**A. Audit Report – Wade Stables.** Carrie Peters of Wade Stables presented the FY15/16 Audit Report to the Board. She stated it took longer than anticipated to complete the report due to the implementation of the new GASB 68 standards, which required the inclusion of pension liabilities on the balance sheet. Because the Library is a component unit of the City of Quincy, the Library's share of the pension liabilities had to be separated from the City's report. She noted that the Library's net assets did show a decrease because of the inclusion of these liabilities although the Library did not spend more than it brought in. She stated that Wade Stables has recommended that the Library develop a credit card policy for use of the Library's credit cards by the staff. Ms. Peters was thanked for her report and for the completion of the audit. There being no further discussion, Lynn Niewohner moved that the Board approve the F2015/2016 Audit Report as presented by Wade Stables. Jody Steinke seconded and the motion carried.

## **IX. NEW BUSINESS**

**A. Approval of 2017 Holiday Schedule.** A copy of the 2017 Holiday schedule was presented to the Board. Nancy Dolan reported that the Library is scheduled to go live with RSA on February 16. During the migration no materials can be checked in or reshelved. Ms. Dolan is asking that the Library be closed on Friday, February 17, 2017, so that all of the staff can help check-in, assess, and reshelve materials. She also noted that Christmas Eve and New Year's Eve are both on Sundays in 2017. The Library will be closed on those days requiring staff to take those holidays during the following week. Ms. Dolan stated that any holidays after April 30, 2017, are subject to change pending negotiation of the Labor Agreement. There being no further discussion, Lynn Niewohner moved to tentatively approve the 2017 QPL Holiday Schedule as presented. Angela Ketteman seconded and the motion carried.

**B. Holiday Party Letter.** A letter from the 2017 Staff Christmas Committee was included in the Board packet. Nancy Dolan reported that the Christmas Committee has not had time to plan a Christmas Party so they are planning a post-holiday party in January. Lynn Niewohner stated that both QPL and TQ Board Members are being asked to contribute \$30 each for a total of \$480 or \$5 per person to host an open bar and hors d'oeuvres catered by the Senior Center on either Friday, January 13, or Saturday, January 14, 2017.

**C. Advocacy Committee.** Chris Pratt reported that the TQ Board approached him about creating a joint Ad Hoc Advocacy Committee to help promote the Library to the community to raise awareness of the services it offers and the value to the community. He stated that he and TQ President Malinda Vogel recently met with Mayor Kyle Moore to discuss the Library. They talked about the Library's financial situation, its budget and possibly restoring some of the funding that has been cut over the past several years. He stated that it is the job of the Library Director to advocate on behalf of the Library, but the Board Presidents should also be actively working to promote the Library which is why they met with the Mayor. Mr. Pratt stated that the goals of the committee will be to meet with members of the City Council, both as a group and individually, to discuss the Library and to gather community support to show the City Council that the Library is a necessary part of the community when it comes time to ask for an increase in the Library's budget. He noted that the community is becoming more receptive to needed tax increases as demonstrated by the successful school renovation and jail projects. Mr. Pratt stated that the Board must become more proactive in promoting the Library or else the circulation and funding numbers will continue to decrease. The committee will consist of members from both Boards, the Foundation, the Friends, and the staff. He asked that anyone interested in being part of the committee to contact him. TQ Board Member Susan East stated that she is running for re-election to her seat on the TQ Board. During her door-to-door campaign, she has encountered quite a few people who were either unaware that they paid taxes to receive a free library card or they were unaware of the many services the Library offers outside of checking out books.

**D. December Meeting Reminder.** Nancy Dolan reminded the Board that both TQ and QPL will meet on the same night in December. TQ will meet at 5:30 p.m. and QPL will meet at 6:00 p.m. on Tuesday, December 13, 2017. Light snacks and beverages will be provided in between the meetings.

**E. Trustee Training Video – Working With Friends.** The handout for the video “Working With Friends” was included in the Board packet.

**F.** Nancy Dolan distributed invitations to the Community Foundation’s reception to be held at the Library on Thursday, November 17, 2017, at 5:30 p.m. She stated that Board Members may return their RSVP to her or directly to the Community Foundation.

**X. PUBLIC COMMENTS**

There were no public in attendance.

It was agreed that it was not necessary for the Board to meet in Executive Session.

There being no further discussion, Jody Steinke moved to adjourn. Judy Crocker seconded and the meeting was adjourned at 7:07 p.m.

Respectfully submitted,  
Kimberly Akers