

**Quincy Public Library  
Board of Trustees Meeting  
October 11, 2016  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:07 p.m. on Tuesday, October 11, 2016, with Christopher Pratt presiding. Trustees present: Judy Crocker, Kathy Citro, Pam Rein, Dwain Preston, Lynn Niewohner, and Angela Ketteman. Trustees absent: Jody Steinke and Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, and Charlie Jones – TQ Board.

**I. APPROVAL OF AGENDA**

Angela Ketteman moved to approve the agenda as presented. Pam Rein seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Lynn Niewohner moved to approve the minutes from the September 13, 2016, meeting as presented. Judy Crocker seconded and the motion carried.

**III. PRESIDENT’S COMMENTS**

President Christopher Pratt welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

Two comments from the public comment box were presented to the Board. Chris Pratt suggested that a bulletin board be put up near the comment box with answers to some of the questions and comments. A thank you note was received from Joan Groh thanking the Library for the movie night gift basket she won as part of the adult Summer Reading Program. A thank you note from St. Francis School was received thanking the Library for the Little Read books they were given during the kickoff. Several paintings and a thank you card was received from Early Childhood Center thanking the Library for the Little Read books and for reading to their classrooms.

**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 September 30, 2016, was \$741,562.82. Total assets were \$741,852.82. Total liabilities were \$54,271.40. Nancy Dolan noted that the annual balloon payment of \$200,000 from the City was received the first week of October.

**B. Circulation and Event Statistics Report**

Nancy Dolan reported that most of the monthly circulation figures were down from last

fiscal year and she has no idea why. She did note that TQ circulation continues to increase especially in the young adult and children's areas. Total number of cardholders in September was 29,694. Ms. Dolan noted this number will continue to fluctuate and decrease as we purge the database in anticipation of the migration to RSA. Teacher delivery figures were down. Heather Kath reported that there is a great deal of change at Quincy Public Schools with the reconfiguration of classrooms and new construction. For the first time in recent history, ADML figures were down. Katie Kraushaar speculated that Hoopla is filling some digital material needs as it not only offers movies, music, and audiobooks but also e-books. Use of the self-checkouts was down considerably from last fiscal year, also without a good reason why. Database usage was also down in September. Ms. Kraushaar noted that the databases were highlighted in the Library's presentation at the recent Quincy Conference; she hopes to see an increase next month. Average daily traffic was estimated at 452, also down from September of 2015. Ms. Dolan noted that staff did several presentations in the community in September. She spoke at a Kiwanis meeting and read stories as part of the Big Read/Little Read at Early Childhood Center. Pat Woodworth spoke to the residents of Adams Pointe about Outreach Services, and Natascha Will distributed Little Read books at Berrian School.

### **C. Library Report—Nancy Dolan**

Nancy Dolan reported that the equipment box in the large meeting room has been moved thanks to a donation from the TQ Board. The TQ Board also donated funds to install nine security cameras, which will be operational as soon as the software can be loaded. Chris Pratt asked if a policy on footage retention was needed. Ms. Dolan stated that she doesn't believe a policy is needed as the digital recordings are taped over after 30 days. The new hold lockers at the County Market on 48<sup>th</sup> & Broadway are installed, but a static IP address is needed before they can be used. Mr. Pratt asked if Ms. Dolan had thought about asking for a discount on the final cost of the lending kiosk since it has taken several months longer to be shipped than originally indicated. She will ask the company. The Library kicked off the Big Read on September 15. All of the young adult and children's books have been distributed, but there are still a few of the adult books left. The next commercial highlighting the public meeting rooms has been aired, and plans are underway for the next spotlight on the new lending kiosk. Staff had an opportunity to learn more about new reporting options as part of the RSA migration; training and testing will continue as the Library gets closer to the migration date. The Friends earned approximately \$1,850 at their Fall Book Sale held October 6 – 8. The Library has two vacancies – one part-time and one full-time. Part-time Reference Librarian Misty Riutzel will be leaving the Library the end of November. The other position is for a Technical Services / Audio/Visual Librarian, which opened after Bobbi Mock was promoted to Assistant Director. Ms. Dolan noted that she has interviews scheduled for next week for the full-time position and someone in mind for the part-time position.

Alexis Bergman reported that teens were kept very busy in September. They helped with the Big Read Kickoff where they spoke to teens about TAB and have increased their membership as a result. As part of the Big Read, teens enjoyed a Chinese cooking demonstration on September 24, which was very well-attended. Teens also partnered

with Teen Reach on October 11 for a Tai Chi demonstration and Chinese dinner provided by Panda Express. In between Big Read activities, teens helped distribute Friends Fall Book Sale flyers in the downtown area and prepared for their annual Halloween party to be held on October 28 at the Library. TAB held officer elections at their September 14 meeting where Ms. Bergman was re-elected president. TAB members also were part of a Pizza and Politics discussion led by the League of Women Voters about the upcoming presidential election.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** The Expenditure Approval List for the month ending September 30, 2016 was distributed to the Board for approval. Lynn Niewohner noted that the invoices for the various TQ donations were included in the expenditure report. There being no further discussion, Lynn Niewohner moved to approve the report in the amount of \$54,261.69. 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 was absent. 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. A copy of the new Ethics Policy was distributed to all Board Members at the meeting. Trustees were asked to sign and date the policy and return it to Kim Akers.

**F. Ad Hoc-Branch – Angela Ketteman:** Angela Ketteman reported that the Ad Hoc-Branch Committee did not meet.

**G. Ad Hoc-Labor:** Lynn Niewohner reported that the Ad Hoc-Labor Committee met on September 13 and September 27, the minutes of which were included in the packet. The committee also met on October 11 prior to the Board meeting. The next meeting is scheduled for Tuesday, November 8, 2016, at 3:00 p.m.

## **VIII. UNFINISHED BUSINESS**

No unfinished business was brought before the Board.

## **IX. NEW BUSINESS**

**A. Audit Report.** Nancy Dolan reported that Wade Stables was supposed to present the annual audit report to the Board, but they did not respond to her email asking if they would be attending the meeting. She will contact them again to attend the November meeting.

**B. Trustee Training Video.** The Board watched the fifth of ten “Short Takes for Trustees” entitled “Strategic Planning.” Handouts for the video were included in the Board packet.

**C.** Judy Crocker reported that the RAILS Board met at the Library on Friday, September 23. Members toured the Library and were very impressed with both the facility and the staff.

**D.** Lynn Niewohner noted that the next scheduled QPL Board meeting is on Tuesday, November 8, 2016, which is Election Day. The Board agreed this would not be a problem.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

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

There being no further discussion, Pam Rein moved to adjourn. Lynn Niewohner seconded and the meeting was adjourned at 6:44 p.m.

Respectfully submitted,  
Kimberly Akers