

**Quincy Public Library
Board of Trustees Meeting
September 13, 2016
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:05 p.m. on Tuesday, September 13, 2016, with Christopher Pratt presiding. Trustees present: Judy Crocker, Jody Steinke, Dwain Preston, Lynn Niewohner, and Angela Ketteman. Trustees absent: Pam Rein, Kathy Citro, and Terri Heinecke. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, and Ron Upper – TQ Board.

I. APPROVAL OF AGENDA

Angela Ketteman 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 August 9, 2016, meeting as presented. Lynn Niewohner seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Four comments from the public suggestion box were presented to the Board. A card was received from Jayne Shipp thanking the Library for participating in the Back to School Fair. A card was received thanking the Library for allowing Camp Kroc to attend the special Friday summer reading programs. A note from Bobbie Rudd was received complimenting Tim Sheely on his helpfulness in retrieving a lost library card. A note from First Baptist Church was received thanking the Library for participating in their Back to School Fair. A note was received from the Quincy Gems thanking the Library for being a game sponsor this season.

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 August 31, 2016, was \$577,064.84. Total assets were \$577,354.84. Total liabilities were \$68,473.72.

B. Circulation and Event Statistics Report

Nancy Dolan reported that overall circulation figures were up slightly over last fiscal year. She noted that the patron registration figures will be fluctuating in the coming months as the Library transitions over to new library cards as part of the RSA migration

and continues to purge the patron database of unused and expired cards. Tumblebook usage significantly increased over July. The new Fold3 database is garnering interest with 240 searches in August. Hits to the homepage continues to drop. Ms. Dolan speculated this was because users have bookmarked the page on the Library's website they use the most and skip the homepage. Use of the AWE computers was down slightly; one computer was out of order for the month. Use of the children's computers was also down, but Ms. Dolan expects this to increase now that school has started. A daily average of 515 users visited the Library in August. Ms. Dolan noted that the Library only offered five storytimes in August to give programmers a chance to take some time off after the summer reading program. The Library was represented at the Hy-Vee Wellness Fair and at the Back to School Fair where Library services were promoted to those in attendance.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the air handlers were finally functional but had to be turned off when Will Matlick discovered that the roof units were not working causing the air handlers to pull in humid air. Keck is working on the problem. As reported in August, the TQ Board has agreed to fund three special projects for the Library. Alarm Systems installed nine cameras in the Library and are waiting on the City's IT Department to complete the installation. The other two projects are moving the audio/visual equipment in the meeting room and the purchase of ten more thin client computers. The computers are on order, and Mac's is scheduled to start the equipment move in a few weeks. The Big Read will kick off on Thursday, September 15, at 5:00 p.m. at Clat Adams Park. Mayor Kyle Moore will welcome everyone, and Dr. Letty Chen, an expert on Amy Tan, will speak about the book and its impact on the genre. Because of the Big Read Kickoff, the TQ Board meeting has been moved to noon on September 15. Christopher Pratt welcomed Bobbi Mock, former A/V Librarian and new Assistant Director, to the meeting.

Alexis Bergman reported that while the month of August was slow for teen programs, they did plenty of preparation for the upcoming Halloween party. The 21 teens involved are planning a haunted house and are purchasing new decorations for the event. Election of officers will happen at the September TAB meeting. Teens will be helping out at the Big Read Kickoff and will have a Chinese cooking class on September 24 as part of the Big Read. In October, representatives from the League of Women Voters will address the teens to emphasize the importance of exercising their right to vote.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: The Expenditure Approval List for the month ending August 31, 2016 was distributed to the Board for approval. Lynn Niewohner noted that there were several invoices to reimburse circulation staff who use their own vehicles to collect the daily book drops. The final invoice for the hold lockers was also included. There being no further discussion, Lynn Niewohner moved to approve the reports in the amount of \$70,604.91. 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 presented two revised policies and one new policy to the Board for approval. Lynn Niewohner moved that the Board approve the revised Acceptance of Credit Cards Policy as presented. Angela Kettelman seconded. Ms. Dolan stated that this policy needed to be revised as the Library is no longer using the IL Funds to accept credit cards and has moved to using Square. Kim Akers stated that the Library is now paying less in fees and is earning more interest as the funds are deposited directly into the interest-bearing Homebank account. There being no further discussion, a vote was called and the motion carried. Lynn Niewohner then moved that the Board approve the revised Policy Governing Library Fines and Fees as presented. Judy Crocker seconded. Ms. Dolan noted that this policy is being revised to reflect that trustees are no longer exempt from fines. She stated that this policy will be revised further in upcoming months, but she wanted to make this change right away. There being no further discussion, a vote was called and the motion carried. Ms. Dolan then presented a draft Board of Trustees and Library Employees Ethics Policy. This policy was developed by Kim Akers using the sample policy from the June trustee training video. It includes an acknowledgement that will be signed annually by all trustees and employees. There being no further discussion, Lynn Niewohner move to approve the draft Board of Trustees and Library Employees Ethics Policy as presented. Jody Steinke seconded and the motion carried.

F. Ad Hoc-Branch – Angela Kettelman: Angela Kettelman reported that the Ad Hoc-Branch Committee did not meet. Nancy Dolan stated that the hold lockers were delivered to County Market on September 9 and are in storage. It was determined that they need to be anchored to the wall and the floor; we are waiting on approval from County Market management.

G. Ad Hoc-Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee met on August 30 and again on September 13. She stated that the committee is progressing with their assigned tasks. The next meeting is scheduled for Tuesday, September 27, 2016, at 1:00 p.m.

VIII. UNFINISHED BUSINESS

A. Nancy Dolan stated that she received an estimate from Jennifer Bock-Nelson to paint the retired employee recognition plaque. She estimates the painting will cost \$1,000 and the board and materials will cost \$360. The 4' x 6' board will be a birch panel

guaranteed not to warp or chip, which will be stained and sealed. Ms. Dolan noted that the Library could also purchase a recognition plaque from Classique at a cost of \$2,400. Jody Steinke suggested that Ms. Dolan speak with the sponsor of the QHS Art Club to see if the students would be able to paint something for free as a school project. He will contact the sponsor and forward the information to Ms. Dolan. The Board agreed to keep discussing the project before making a final decision.

IX. NEW BUSINESS

A. Trustee Training Video. The Board watched the fourth of ten “Short Takes for Trustees” entitled “Library Policies.” Handouts for the video were included in the Board packet.

B. Judy Crocker stated that the RAILS Board will meet at the Library on Friday, September 23, 2016, starting at 10:00 a.m. The RAILS Board will be given a tour of the Library at 9:00 a.m. A RAILS Member Update videoconference is scheduled on Thursday, September 29, 2016, at 10:00 a.m. QPL and TQ Board Members are invited to attend.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

Jody Steinke moved to adjourn the regular session and move 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 meeting was adjourned at 6:45 p.m. Angela Ketteman moved to reconvene into regular session. Judy Crocker seconded and the Executive Session was adjourned at 7:13 p.m. Lynn Niewohner moved that the Board approve the expenditure as discussed in closed session. Judy Crocker seconded and the motion carried.

There being no further discussion, Dwain Preston moved to adjourn the regular meeting. Jody Steinke seconded and the meeting was adjourned at 7:15 p.m.

Respectfully submitted,
Kimberly Akers