

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
APRIL 12, 2018  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, April 12, 2018, with Charlie Jones presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Ron Upper, Janice Riley, Fred Witte, and Jennifer Harvey. **Trustees Absent:** Malinda Vogel and Susan East. **Others Present:** Nancy Dolan, Kim Akers, and William McCleery – TQ Attorney.

**I. APPROVAL OF AGENDA**

Ron Upper moved to approve the agenda as presented. Fred Witte seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Janice Riley moved that the minutes from the March 15, 2018, meeting be approved as presented. Ron Upper seconded and the motion carried.

**III. PUBLIC COMMENTS**

There were no public in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

No correspondence was presented. No guests were present.

**V. DISTRICT REPORTS**

**A. Circulation & Event Statistics Report:** Nancy Dolan reported that circulation statistics are down slightly, but the Library migrated to RSA in February of 2017. This would account for some of the decreases as items were counted differently. The number of registered cardholders is also smaller than last fiscal year because a number of cards were purged before and after the migration. Staff are working to encourage library card sign up throughout the community. Use of the lockers and kiosk continues to increase as does use of the self checkouts. Use of Hoopla, Flipster, and Tumblebooks were up in April, but ADML was down. Database usage was down nearly across the board; Ms. Dolan stated that they are looking at those databases that continually show low usage. Library computer use is down, but Ms. Dolan attributes this to more patrons using their own devices in the Library rather than Library computers. An average of 382 daily visitors came to the Library in March, which is down from last fiscal year. Ms. Dolan noted that the Easter program was held in March this year causing the very popular “Lights Out Animal Sleepover” children’s program to be held in April. These programs were flipped in 2017.

**B. Library Report:** Nancy Dolan reported that just as repairs were made to the basement HVAC system, a valve broke causing temperatures to drop in the downstairs work areas. Teens enjoyed several popular programs including a Coding Workshop and a book discussion in March. Teens are also speaking to students in area schools to promote TAB and the teen summer reading program. Reference staff set out a jigsaw puzzle for patrons to help put together. This has proved popular and patrons are already on their third puzzle. Senior Services

Librarian Pat Woodworth retired and part-time Circulation Clerk Denny McCarty resigned on April 6. Ms. Dolan stated that the Library Board has issued a hiring freeze until the FY18/19 budget can be settled. There are currently one full-time and two part-time positions vacant at the Library.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Ron Upper reported that the balance in the Homebank account as of March 31, 2018, was \$344,169.55. The CD balance was \$120,579.76. Mr. Upper presented one check for approval – the 10<sup>th</sup> and final contractual payment of the year in the amount of \$26,095.60. There being no discussion, Janice Riley moved to approve the payment as presented. Jennifer Harvey seconded and the motion carried.

**B. Policy and Services:** Susan East was absent. Policy and Services did not meet.

**C. Public Relations/Advocacy:** Jennifer Harvey reported that Public Relations/Advocacy did not meet.

**D. Friends of the Library:** Nancy Dolan reported that the Friends started their annual Spring Book Sale on Thursday, April 12, 2018. It will continue on Friday, April 13 and Saturday, April 14, with Saturday's sale being a "fill the bag for \$1" sale.

## **VII. QPL COMMITTEE REPORTS**

**A. Finance:** Ron Upper reported that the QPL Finance Committee met on April 2, 2018, to discuss revisions to the FY17/18 budget and cuts to the FY18/19 budget. Ms. Dolan reported that the Board had allowed for a 2% decrease in the budget, but learned that the City Council will probably ask for an additional 2% cut to the FY18/19 budget. She stated that it may become necessary to lay off even more staff than just the three vacancies and possibly cut hours open to avoid moving into a deficit spending situation. Mr. Upper reported that the committee thanked TQ for the increase in the contractual amount and the additional contribution to collection development. It was noted that TQ traditionally gives the funds to the Library in July or August.

**B. Policy:** Janice Riley reported that the QPL Policy Committee did not meet. Nancy Dolan reported that the QPL Board approved changes to the Material Selection Policy to include the Kids Only card in the policy.

**C. Personnel:** Malinda Vogel was absent. The QPL Personnel Committee met on March 19, March 26, and April 2, 2018, to discuss the staff Sick Leave Bank Policy, job descriptions, and the non-union employee contracts and buyouts.

**D. Building & Grounds:** Charlie Jones reported that the QPL Building and Grounds Committee did not meet.

## **VIII. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

**IX. NEW BUSINESS**

**A. Reminder of May Meeting Date.** Kim Akers reminded the Board that the May meeting is the TQ annual meeting and is required to be held on the third Monday in May. The TQ Board will meet on Monday, May 21, 2018, at 5:30 p.m. Nancy Dolan noted that it will be necessary to change the September meeting location of the TQ Board as that day is the Big Read kickoff, which will be held at the Library this year.

**B.** Bill McCleery stated that it is necessary to revise the TQ / QPL Contract to reflect the change in the annual increase. Nancy Dolan offered to draft a revision and send it to Mr. McCleery for review.

There being no further discussion, Ron Upper moved to adjourn the meeting. Janice Riley seconded and the meeting adjourned at 5:52 p.m.

Respectfully submitted,  
Kimberly Akers