

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

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, July 12, 2018, with Ron Upper presiding. The meeting was called to order at 5:35 p.m. **Trustees Present:** Malinda Vogel, Janice Riley, and Jennifer Harvey. **Trustees Absent:** Fred Witte and Charlie Jones. **Others Present:** Nancy Dolan, Kim Akers, Bobbi Mock, and Christopher Pratt – QPL Liaison.

I. APPROVAL OF AGENDA

Malinda Vogel moved to approve the agenda as presented. Janice Riley seconded and the motion carried.

II. APPROVAL OF MINUTES

Malinda Vogel moved that the minutes from the regular meeting held on June 14, 2018, be approved as presented. Jennifer Harvey seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

A letter from Greg McCormick, Deputy Director of the Illinois State Library, was received informing the Board that the interactive map of Illinois library service areas was recently updated. Christopher Pratt from the QPL Board was welcomed to the meeting.

V. DISTRICT REPORTS

A. Circulation & Event Statistics Report: Nancy Dolan reported that the overall circulation by material figures for June were up with adult and children's materials up significantly over June of 2017. Adult, outreach, young adult, teacher, college, and volunteer card registrations also increased significantly although overall card registrations were down for the month. Self-checkouts represented over 50% of the total checkouts. Use of E-Read Illinois, Hoopla, and Flipster was up and use of ADML remained steady. Bobbi Mock noted that the increased usage of E-Read Illinois over ADML is possibly because E-Read Illinois has multiple copies of e-books while ADML only has single copies. Use of the document station increased thanks to staff encouraging patrons to scan their documents and email them for free rather than fax them at a cost. The Library saw a daily average of 573 visitors to the Library in June which is a drop from last fiscal year. Ms. Dolan noted that while there was also a drop in attendance at the Summer Reading Kickoff, the Library saw higher than average checkout numbers due to the weather causing the kickoff to be moved inside this year. Malinda Vogel reported that her library card is being recognized on OCLC. Ms. Mock stated that there were a small number of new library cards that had numbers unrecognizable by the OCLC database. She suggested Ms. Vogel bring her card in and get a new one.

B. Library Report: Nancy Dolan reported that the Library received a Reach Out for Reading Grant from the Tracy Family Foundation, which is providing funds to present storytimes and promote library card signup at neighborhood centers. Measha Ferguson-Smith has been hired to present these programs. Two of the HVAC units broke down the last week in June and require repairs. Gerald McWorter and Kate Williams-McWorter delivered copies of their book “New Philadelphia” to the Library. They have been invited to present a program on the New Philadelphia archeological site and Free Frank McWorter at the Library, but no date has been set. The Library has hired two new employees. Brittany Griffin began her duties as the part-time Adult Programmer on July 9, and James Tedeschi began his duties as part-time Custodian on July 11. The Library also hired former TAB President Alexis Bergman to help out part-time in the Circulation area for the summer.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Upper reported that as of June 30, 2018, the checking account at Homebank had a balance of \$319,151.76. He contacted several banks to determine the best CD rate for another 12-month CD. Homebank is offering a 14-month CD at 1.65%. Mr. Upper recommended investing \$60,000 in this CD. There being no further discussion, Malinda Vogel moved to invest \$60,000 in a 14-month CD at Homebank at a rate of 1.65%. Jennifer Harvey seconded and the motion carried. Mr. Upper presented four checks for payment: #1239 to QPL for the first of ten payments for \$27,139.40, #1240 to QPL for collection development and the website for \$120,250.00, #1241 to Vernon Library Supplies for the purchase of the Iles School book drop for \$3,436.86, and #1242 to Schmiedeskamp, et al for \$420.75. He noted that check #1238 was already issued to O’Brien Insurance for the errors and omissions insurance payment in the amount of \$229.00. There being no further discussion, Janice Riley moved to approve the five payments in the amount of \$151,476.01. Malinda Vogel seconded and the motion carried. Nancy Dolan reported that she updated the FY18/19 budget with changes to the collection development line and the contractual fee, and left \$90,000 in the special projects fund. Mr. Upper noted that the TQ Finance Committee is scheduled to meet on Wednesday, July 18, at 1:00 p.m. to begin the FY19/20 budget process.

B. Policy and Services: 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 held their summer luncheon on June 11 where they voted to donate \$6,000 for the Big Read.

VII. QPL COMMITTEE REPORTS

A. Finance: Ron Upper reported that the QPL Finance Committee did not meet. Nancy Dolan noted that the QPL Board revised the FY18/19 budget at their July meeting to reflect increased utility costs and additional revenue received.

B. Policy: Janice Riley reported that the QPL Policy Committee did not meet. Nancy Dolan noted that the QPL Board approved revisions to several current policies, approved one new policy, and approved a revision to the Employee Handbook at their July meeting.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee did not meet.

D. Building & Grounds: Charlie Jones was absent. The QPL Building and Grounds Committee did not meet.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Appointment of New Trustee. Nancy Dolan stated that she, Bobbi Mock, and Katie Kraushaar developed a list of potential TQ Trustees. The list is divided into those with library cards and those without. Ron Upper asked that Ms. Dolan begin contacting those with library cards to gauge their interest in joining the TQ Board and email the entire list to the TQ Board.

B. Malinda Vogel reported that she and Jennifer Harvey completed the review of the FY17/18 TQ Board minutes as required by the Illinois Public Library Annual Report and found no issues with the records.

C. Christopher Pratt announced that the QPL Board is hosting a retirement party for Nancy Dolan on Tuesday, July 31, at 6:00 p.m. at the Library. TQ Board Members are invited to the party. Mr. Pratt then asked Ms. Dolan to briefly leave the meeting to explain that the QPL Board is accepting donations from Board Members to purchase a gift for Ms. Dolan. He also noted that a QPL Board Member is purchasing a memorial book from the Mary Weems Barton/Quincy Public Library Foundation in honor of Ms. Dolan. That Board Member is also accepting donations, but will fund the majority of the purchase personally. Malinda Vogel asked if TQ could contribute funds from the staff gifts budget line. Ron Upper agreed to present the recommendation to the Finance Committee at the July 18 meeting. Malinda Vogel moved to contribute a maximum of \$500 from the TQ Board budget plus any individual donations from Board Members. Janice Riley seconded and the motion carried. Mr. Pratt stated that the Board interviewed Library employees on what they would like to see in a director and is progressing in their search. Several applications have been received; the Board is planning on having an Executive Director in place by October.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Janice Riley seconded and the meeting adjourned at 6:10 p.m.

Respectfully submitted,
Kimberly Akers