

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 15, 2018
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, March 15, 2018, with Charlie Jones presiding. The meeting was called to order at 5:31 p.m. **Trustees Present:** Janice Riley, Malinda Vogel, Fred Witte, and Jennifer Harvey. **Trustees Absent:** Ron Upper and Susan East. **Others Present:** Nancy Dolan, Kim Akers, and Bobbi Mock.

I. APPROVAL OF AGENDA

Fred Witte moved to approve the agenda as presented. Janice Riley seconded and the motion carried.

II. APPROVAL OF MINUTES

Fred Witte moved that the minutes from the January 11, 2018, meeting be approved as presented. Malinda Vogel seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

A notice of proposed annexation was received for the property at 1006 Klondike Road. It was noted that the notice was addressed incorrectly to Malinda Vogel. Kim Akers will notify the Circuit Clerk that Charlie Jones is now President.

V. DISTRICT REPORTS

A. Circulation & Event Statistics Report: Nancy Dolan reported that the Library migrated to the RSA system in February of 2017, and the statistics from last year are not complete. The Circulation staff have been purging inactive cards. They have been notifying patrons when their cards are about to expire and encouraging new card registration. As of February 28, 2018, there are 16,821 library cardholders. Bobbi Mock noted that over 14,000 of those cardholders have checked out within the last six months. Ms. Dolan noted that the Library is now loaning nearly as many materials to other RSA libraries as it is receiving for QPL patrons. The lockers continue to be popular; the kiosk was accessed 76 times in February. Self checkouts represented 29.22% of the total circulations. There was an average of 369 daily visitors in the Library in February. Overall program attendance was up from last fiscal year.

B. Library Report: Nancy Dolan reported that Martin Meyer of PSBA addressed the QPL Board at their February meeting to explain the issues with the HVAC system and what Keck, the manufacturer, and PSBA are doing to rectify these issues. The system will be monitored over the next several months at no charge. One of the issues, a problem with the remote access, has been addressed and only required resetting the system. Ms. Dolan stated that the repairs to the basement HVAC system have been completed. Teens enjoyed a Cupcake War program, a book club meeting, and several Wii Wednesdays during the month. Two very successful Black

History Month programs were presented with nearly 150 people in attendance. In answer to patron requests, the time allowed on the adult public computers has been extended from two to three hours. Staff members have been working on a large map showing where cardholders live in Quincy and the surrounding townships. Bobbi Mock stated that she expected to see some holes in the areas served, but there aren't as many as she anticipated. She did note that some TQ areas are somewhat sparse, and is working on marketing library services to those areas. Ms. Dolan noted that they expected to see some underserved areas in the lower income parts of town, but most of the underserved areas are actually in the more affluent sections of town. The Overdrive Media Station that was located at County Market has been moved to the Infusion Center at Blessing Hospital. Ms. Dolan reported that the Library is applying for a grant from United Way to help fund the 1000 Books Before Kindergarten program. The Library is also applying for a Tracy Family Foundation Grant for neighborhood outreach. She completed her report by stating that the Labor Agreement has been ratified, but not signed. She noted that this is a three year contract and expires in April of 2020.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Uppier was absent. Fred Witte reported that the TQ Finance Committee met on February 20 to discuss revisions to the TQ/QPL Contract for Services. He stated that TQ has approximately \$380,000 in unbudgeted funds. The committee agreed that TQ needs to keep \$100,000 to \$125,000 in reserves, but can expend the remainder. The committee recommended that TQ increase their yearly collection development donation of \$50,000 and donate \$280,000 to QPL over a period of two, three, or four years for collection development. At their March meeting, the QPL Board indicated they would prefer receiving the funds over four years, which would be an additional \$70,000 per year. It was noted that this is a finite donation, which would end after four years. In addition, the committee recommended that the annual contract would increase from 3% to 4% each year starting with the 2018/2019 fiscal year in July. Mr. Witte noted that this would only raise the contractual amount slightly, and should not trigger a black box notice when the TQ Board submits its annual tax levy ordinance. Malinda Vogel asked if the Library would prefer this supplement to its budget or the purchase of a big ticket item. Nancy Dolan stated that the Library is facing a potential budget shortfall and would prefer the additional funds for the collection. She noted that since the TQ Board is donating funds for collection development, the QPL Board will probably redirect other funds from that line into other budget lines such as payroll. Ms. Dolan also pointed out that even with the \$280,000 donation, TQ will still have some funds available for any other special projects they may choose to fund over the next four years. There being no further discussion, Fred Witte moved to revise the TQ/QPL Service Contract from a 3% to a 4% increase each year starting with FY18/19. Malinda Vogel seconded and the motion carried. Fred Witte then moved to approve a donation of \$280,000 to the Quincy Public Library to be paid out over four years to add \$70,000 to the annual \$50,000 collection development payment for a total of \$120,000 per year. Jennifer Harvey seconded and the motion carried. Mr. Witte stated that three checks were presented for approval. He noted that the eighth contractual payment was approved at the January TQ meeting, but was not issued. The ninth payment was also presented for payment. A check to Classique in the amount of \$197.55 was presented for the purchase of decals for the lockers at County Market, the Lincoln-Douglas School, and the Iles School. This payment was approved in the combined authorization of expenses relating to the kiosk/locker project. There being no further discussion, Fred Witte moved to approve all three checks in the amount of \$52,388.75.

Ms. Dolan then asked the TQ Board if they would consider funding the purchase of an additional book drop for the new lockers to be installed at the Iles School on North 12th Street. She estimates the cost to be \$3,999 plus shipping and handling. Bobbi Mock stated that she is attending the Public Library Association Conference next week and hopes to speak with the book drop vendor to negotiate a better price. There being no further discussion, Fred Witte moved to approve the purchase of a book return for the new Iles School on North 12th Street in the amount of \$4,000 plus shipping and handling. Malinda Vogel seconded and the motion carried. Janice Riley seconded and the motion carried. The school has asked that the lockers and book drop be installed by May/June since the school will be open in August/September.

B. Policy and Services: Susan East was absent. Policy and Services did not meet. Nancy Dolan stated that all government entities were recently required to approve a Policy Prohibiting Sexual Harassment. Because she became aware of the requirement too late for the January meeting and TQ did not meet in February, she is bringing this policy to the Board for approval now. There being no further discussion, Janice Riley moved to approve the draft Policy Prohibiting Sexual Harassment as presented. Fred Witte seconded and the motion carried.

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 have been very successful with their online sales earning nearly \$4,000 in 2017. At their March meeting, the Friends approved a \$4,000 donation to the Library for the historic newspaper archive project and an additional donation for other smaller projects. Ms. Dolan stated that with the Friends' donation, the Library should be able to digitize an additional two and a half years of Quincy newspapers. The Friends are getting ready for their annual Spring Book Sale, which will be held April 12, 13, and 14, 2018.

VII. QPL COMMITTEE REPORTS

A. Finance: Ron Upper was absent. The QPL Finance Committee did not meet. Nancy Dolan stated that QPL could possibly be facing a serious budget deficit if the City chooses to cut its budget beyond the flat budget adopted by the QPL Board in February.

B. Policy: Janice Riley reported that the QPL Policy Committee did not meet. Nancy Dolan reported that the QPL Board approved changes to the IMRF Service Credit Policy to bring it into alignment with the recently approved Labor Agreement.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee did not meet. Nancy Dolan reported that the QPL Board approved changes to the Employee Handbook to bring it into alignment with the recently approved Labor Agreement. The Personnel Committee has scheduled a meeting for Monday, March 19, 2018, at 10:00 a.m. to discuss revisions to the Sick Leave Bank Policy and a draft job description.

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

VIII. UNFINISHED BUSINESS

A. Strategic Plan Update. Nancy Dolan reported that the Library held two public focus groups in March. She also solicited input from the Friends at their March meeting. Ms. Dolan stated that they are ready to compile the results and start developing the plan. The QPL Board would like an ad hoc committee made up of representatives from the QPL Board, TQ Board, Foundation, Friends, and staff to create the plan. Janice Riley offered to serve as the TQ committee member. Ms. Dolan stated that the committee will set the deadline to complete the plan, but she would like to see it done by mid to late summer. Charlie Jones and Janice Riley attended the focus group meetings, and said there were excellent ideas that came out of the meetings. Malinda Vogel asked if the Library had considered presenting programs for single young professionals, not necessarily geared towards dating. Ms. Dolan stated that someone at the focus group suggested something similar to speed dating to bring that age group into the Library.

B. Nancy Dolan reported that the Intergovernmental Agreement between the Library and Quincy Public Schools has been approved and signed by both parties.

IX. NEW BUSINESS

A. Appointment of Nominating Committee. Kim Akers stated that no Board terms are expiring in 2018, but if the slate of officers is to change, a nominating committee will need to be appointed. She noted that no officers have reached their term limit. After a brief discussion, all of the officers agreed to remain in their position eliminating the need for a nominating committee.

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

Respectfully submitted,
Kimberly Akers