

**Quincy Public Library
Board of Trustees Meeting
December 12, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:03 p.m. on Tuesday, December 12, 2017, with Christopher Pratt presiding. Trustees present: Judy Crocker, Dwain Preston, Angela Ketteman, and Beth Young. Trustees absent: Lynn Niewohner, Kathy Citro, Pam Rein, and Tom Ernst. Others present: Nancy Dolan, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Angela Ketteman moved to approve the agenda as presented. Dwain Preston seconded and the motion carried.

II. APPROVAL OF MINUTES

Judy Crocker moved to approve the minutes from the November 14, 2017, meeting as presented. Angela Ketteman seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting and reminded the Board of the Christmas party on Saturday, December 16, at 6:00 p.m. at the Quincy Senior and Family Resource Center. Mr. Pratt introduced Deirdre Brennan, Executive Director of Reaching Across Illinois Library System, who will be assisting with the strategic plan discussion later in the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Six comments from the public comment box were presented to the Board. A thank you note and a donation were received from the Mississippi Valley Button Club thanking the Library for the use of the conference room. A Christmas card complimenting the staff was received from long-time patron Marjorie Daniels. A Christmas card was received by Kim Akers thanking her for her assistance with the Friends of the Library.

V. PUBLIC COMMENTS

There was no public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Nancy Dolan reported that the balance in the Homebank Operating Fund as of November 30, 2017, was \$844,342.04. Total assets were \$844,432.04. Total liabilities were \$33,856.31.

B. Circulation and Event Statistics Report

Nancy Dolan reported that both circulation by material and circulation by patron type numbers were up over last fiscal year for November. Use of the kiosk and hold lockers

were steady. The lockers at Lincoln-Douglas School are now online with 15 uses during the month. Bobbi Mock noted that teachers are encouraged to use the Library's school delivery service for their materials so that this bank of lockers is available for the general public. Overall new patron registrations were up and renewals increased. Circulation staff have started sending email and postal mail reminders to patrons whose cards are about to expire with very positive results. The Library received 1,784 RSA requests from other libraries for materials and QPL patrons requested 1,184 items from other RSA libraries in November. Use of Hoopla and Flipster were both up, thanks to increased marketing; use of ADML was exactly the same as November of 2016. The historic newspaper archive also saw increased usage, as did several databases. The total number of visitors to the Library in November was down with a daily average of 359. Ms. Dolan speculated that more patrons are using the Library's lockers, kiosk, and electronic resources rather than actually visiting the Library resulting in a decrease of foot traffic.

C. Library Report—Nancy Dolan

Nancy Dolan reported that one of the Library's vehicles was involved in an accident right after Thanksgiving. The staff member who was driving the vehicle was unhurt and the other driver was at fault. The van is currently at the body shop being repaired. The Library displayed books by local and area authors during November and hosted a local author roundtable on December 9. Three area authors discussing the writing process, answered questions from the audience, and autographed copies of their books. The authors also donated copies of their books that were not currently in the Library's collection. Two new databases were introduced – Global Road Warrior provides information about 175 countries including culture, customs, and history, and LingoLITE is a language database that helps patrons learn a foreign language using images and videos. Use of other databases is being assessed, some of which have already been deleted. A Reading Off Fines program has been introduced, which will allow children to read off fines, but not lost item charges. Supervised children may read off fines in the Library; for every 15 minutes of reading time, \$1 in fines is forgiven. Staff hopes by persuading children to work on their reading skills and reduce their fines, they will be encouraged to come back to the Library and check out items. The Friends held their annual holiday luncheon on December 11 at the Library with approximately 45 Friends in attendance.

Michael Hall was ill and unable to attend the meeting. The teen scavenger hunt at South Park in November had to be canceled for inclement weather. Teens enjoyed an ornament workshop and ugly sweater contest on December 2.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner was absent. Chris Pratt presented the Expenditure Approval List for the month ending November 30, 2017. Mr. Pratt noted that the majority of the expenses were for utilities and the purchase of materials. There being no further comments, Angela Ketteman moved to approve the Expenditure Approval Report ending November 30, 2017, in the amount of \$33,725.96 as presented. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner was absent. The Finance Committee did not meet.

C. Building & Grounds – Kathy Citro: Kathy Citro 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 was absent. The Policy Committee did not meet. Nancy Dolan reported that the Illinois legislature has announced that all public bodies must have a sexual harassment policy in place by January. The Board will discuss this at the January meeting.

F. Ad Hoc – Labor: Lynn Niewohner was absent. The Ad Hoc-Labor Committee did not meet.

G. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Review of *Trustee Facts File Chapter 1-5*. One more Board Member reported that they reviewed the chapters and watched the security video. Two other trustees still need to watch the video. Nancy Dolan reminded the Board that the grant application is due by the end of January.

B. Approval of Revised Intergovernmental Agreement with Quincy Public Schools. Nancy Dolan stated that Bobbi Mock recommended that students who are not eligible for a Quincy Public Library card because they live out of the district, but still attend Quincy Public Schools, be allowed to have a QPL card. The previously approved agreement allowed for teachers who do not live in the district to receive a card, but not students. There being no further discussion, Dwain Preston moved to approve the revised Intergovernmental Agreement with Quincy Public Schools as discussed. Beth Young seconded and the motion carried.

IX. NEW BUSINESS

A. Discussion of Strategic Plan. Deirde Brennan began the discussion by stating she would be using the Appreciate Inquiry approach which asks questions that elicit positive responses. She led Board Members through a series of questions asking them to brainstorm about what the Library does best, what they were most proud of at the Library, their vision of the community, and where they see the Library in that vision. Concerns about staffing, funding, and facilities were not to be addressed at this time. The Board's responses will be transcribed and shared. Ms. Brennan stated that the staff will be meeting on Wednesday morning to go through the same process and answer the same

questions. Their responses will also be transcribed and shared. She noted that this is just the first step in the planning process. Library staff will discuss the next steps which will include community surveys, community focus groups, and further discussion. Ms. Brennan thanked the Boards for their valuable insights and willingness to participate in the process.

X. PUBLIC COMMENTS

There was no public in attendance.

There being no further discussion, Dwain Preston moved to adjourn the meeting. Judy Crocker seconded and the meeting was adjourned at 7:19 p.m.

Respectfully submitted,
Kimberly Akers