

**Quincy Public Library
Board of Trustees Meeting
February 13, 2018
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, February 13, 2018, with Christopher Pratt presiding. Trustees present: Judy Crocker, Dwain Preston, Kathy Citro, Lynn Niewohner, Pam Rein, and Beth Young. Trustees absent: Angela Ketteman and Tom Ernst. Others present: Michael Hall – TAB Representative, Malinda Vogel – TQ Liaison, Nancy Dolan, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Christopher Pratt asked that a presentation by Martin Meyer, architect with Poepping, Stone, Bach, and Associates, be moved to the beginning of the meeting. Beth Young moved to approve the agenda as revised. Pam Rein seconded and the motion carried.

II. APPROVAL OF MINUTES

Judy Crocker moved to approve the minutes from the January 9, 2018, meeting as presented. Beth Young seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Eight comments were received from the public comment box. A thank you note from Children's Librarian Bill Waters was received thanking the Board for the Christmas gift. A thank you note from Susan Johnson of the Quincy Alzheimer's Association was received thanking Kim Akers for her help in using the Library's Meeting Room for a presentation. A thank you note was received from Joy Hessling thanking the Library for the adult tea party. A letter was presented from the Laudato Si' Ecumenical Discussion Group to area parochial school teachers outlining the list of resources available at the Library. Two emails from Greg Kreinberg and Tammy Sipfle were received complimenting the Library on the Historic Newspaper Archive. Several comments complimenting the staff were included in the packet.

V. PUBLIC COMMENTS

The public had no comments.

VI. LIBRARY REPORTS:

A. Financial Report--Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of January 31, 2018, was \$749,930.38. Total assets were \$750,020.38. Total liabilities were \$40,257.55.

B. Circulation and Event Statistics Report

Nancy Dolan reported that circulation figures were up over January of 2017 but still down overall from last fiscal year. She stated that this figure is just print materials, but if you include the digital materials, circulation is up significantly. Patron registrations greatly increased over last fiscal year, and continue to rise as circulation staff encourage new card sign-ups. An additional set of graphs showing various circulation statistics from 2012 to 2017 were included in the board packet. Ms. Dolan noted that registrations, virtual resources, and meeting room use were up, while circulation, door count, website use, and total computer use were down. Ms. Dolan also noted that she completed a survey requested by PLA which then turned the submitted figures into a brochure showing a variety of circulation, financial, and staffing statistics from 2017.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the Read to Cats program in January remained a popular event again this year with nearly the maximum number of registrations each week. Plans for the upcoming 2018 Summer Reading Program and Big Read are underway. The Big Read Grant application was submitted, and the Library is waiting to hear from Arts Midwest. Beth Young complimented the Library on the February 3 William Dallas Program showcasing the history of the City's first African-American police officer. Katie Kraushaar reported that there were nearly 100 people in attendance at that event. Ms. Young noted that the popularity of that program enhanced the February 7 ceremony at Woodland Cemetery to pay tribute to Officer Dallas, which had over 100 people in attendance.

Michael Hall reported that TAB members voted to go back to the previous hierarchy at their meetings until they have more members to share in the committee work. Mr. Hall is serving as President this year. Teens greatly enjoyed the life-sized Candyland game on January 13 with 12 teens in attendance and the Cupcake Wars on February 10 with 25 teens in attendance. He noted that the teen book club is growing in popularity. They read *The Lie Tree* in January and will be discussing *RoseBlood* in February.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending January 31, 2018. Ms. Niewohner noted a refund of a non-resident fee to a very active volunteer, two electrical invoices from Mac's, and the annual maintenance fee for Envisionware which was previously paid directly to the vendor but is now paid to RSA at a significant savings. There being no further comments, Lynn Niewohner moved to approve the Expenditure Approval Report ending January 31, 2018, in the amount of \$39,496.84 as presented. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet. Nancy Dolan reported that she submitted the draft FY18/19 budget to the City with an increase as approved by the Board at the January meeting. She

was informed by Mayor Moore that budget would not be accepted with an increase and to resubmit a flat budget. He also strongly suggested that the Board not spend its savings. Ms. Dolan submitted a flat budget that does not include any savings and reduces staff by either one full-time and two part-time positions or four or five part-time positions. After a brief discussion, Lynn Niewohner moved to approve the revisions to the draft FY18/19 budget as presented for submission to the City. Beth Young seconded and the motion carried. Ms. Niewohner then asked that the discussion and motion revising the FY17/18 budget be tabled until after the Executive Session. She noted that the Finance Committee will need to meet to further discuss the FY18/19 budget implications.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building and Grounds Committee did not meet. Martin Meyer, architect with Poepping, Stone, Bach, and Associates, updated the Board on the review of the Library's issues with the HVAC system and the subsequent invoices from Keck. He noted that when this system was selected and installed at the Library, he did not work at PSBA. He began his report by stating that Thermal Mechanics is the supplier for the system and has been working with PSBA and Keck to set up a diagnostic system to gather data and then analyze the data to see if the system is working correctly. Data will be gathered throughout the heating cycle and then into the summer for the cooling cycle. After sufficient data has been gathered, the three parties will analyze the data and determine if the system is working correctly, optimize the system, and educate Library staff on how the system is supposed to work so they can report any problems. He noted that the majority of the issues with the system seem to be electronic and involve the digital components talking to each other. Thermal Mechanics did have the ability to remotely monitor the system, but that access unexpectedly went away, which they are looking into. Mr. Meyer reported that when he began the review of the system and invoices, he looked at industry standards when considering the maintenance costs and the life of the equipment. According to those standards, average costs are \$.34 per square foot or approximately \$20,000 per year, which is the annual maintenance costs averaged over the life of the system. The average useful life of an air-to-air system is 15 years. He noted that does not necessarily mean that the system needs to be completely replaced every 15 years, but could be the replacement of individual components over a period of time. He did note that every component of the system is out of warranty. Christopher Pratt asked if it was reasonable to assume that the average yearly cost would not be as much immediately after installation and increasing yearly over the life of the system. Mr. Meyer agreed, to which Mr. Pratt noted that Keck had to make repairs to the system as soon as three months after installation. Mr. Meyers stated that is one of the issues PSBA and Thermal Mechanics are looking into. He noted that Thermal Mechanics, Keck, and PSBA are all providing this review at no charge, but if there is a need at the end of the process for repairs or installation, that may incur costs. In answer to a question, Mr. Meyer stated that the Library should look at budgeting for a replacement system in the future. The Board thanked Mr. Meyer for his time. After he left, Nancy Dolan was asked how much the Library has paid out to Keck in both repair and annual maintenance invoices. She estimates \$43,000 in repairs and \$46,000 in annual maintenance fees with \$10,000 yet unpaid. She noted that the Building and Grounds Committee met to discuss the invoices

in 2014, but went no further. Lynn Niewohner suggested that the Building and Grounds Committee discuss going out for bid for the annual maintenance fees to see if another HVAC company would have better rates. Nancy Dolan stated that Mr. Meyer sent her a letter outlining his report to the Board. Kathy Citro asked that the entire Board be sent a copy of the letter and asked that the Building and Grounds Committee meet to discuss this issue.

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.

F. Ad Hoc – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee did not meet. She asked that the discussion and motion approving the Labor Agreement be tabled until after the Executive Session.

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

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

No New Business was brought before the Board.

X. PUBLIC COMMENTS

Ruth Cuthbertson stated that one of the names the Quincy Public School Board is considering naming one of the new schools after is Sarah Denman, who was responsible for helping create the Free Public Library in Quincy. She asked the Board if it was possible that the QPL Board send a letter to the School Board supporting the naming of one of the schools after Sarah Denman. The Board agreed that this was a worthwhile endeavor. Lynn Niewohner moved that the QPL Board send a letter to the School Board recommending that one of the new schools be named after Sarah Denman. Dwain Preston seconded and the motion carried. Nancy Dolan will supply the Board with the email and postal address of the School Board so that Trustees can send a letter of support.

Lynn Niewohner moved to adjourn the Regular Session and move into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Beth Young seconded and the motion carried. The meeting was adjourned at 6:44 p.m. Only QPL Board Members and Nancy Dolan were invited to remain.

Pam Rein moved to adjourn out of Executive Session at 8:05 p.m. Judy Crocker seconded and the Board reconvened into Regular Session. Lynn Niewohner moved to approve the Labor Agreement as presented. Judy Crocker seconded and the motion carried. Lynn Niewohner then

moved to adjourn the meeting. Judy Crocker seconded and the meeting adjourned at 8:07 p.m. Nancy Dolan reminded the Board that they had not approved the revisions to the FY17/18 budget, and a discussion ensued after the meeting was adjourned. Judy Crocker moved to reconvene into Regular Session. Kathy Citro seconded and the meeting was reconvened at 8:25 p.m. Judy Crocker moved to approve the FY17/18 budget revisions as discussed in Executive Session. Pam Rein seconded and the motion carried.

There being no further discussion, Kathy Citro moved to adjourn the meeting for a second time at 8:35 p.m. Pam Rein seconded and the motion carried.

Respectfully submitted,
Kimberly Akers