

**Quincy Public Library
Board of Trustees Meeting
January 9, 2018
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, January 9, 2018, with Christopher Pratt presiding. Trustees present: Judy Crocker, Dwain Preston, Angela Ketteman, Lynn Niewohner, Pam Rein, and Beth Young. Trustees absent: Kathy Citro and Tom Ernst. Others present: Michael Hall – TAB Representative, Jennifer Harvey – TQ Liaison, Nancy Dolan, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Beth Young moved to approve the agenda as presented. Angela Ketteman seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the minutes from the December 12, 2017, meeting as presented. Pam Rein seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Notes from Library staff were received thanking the Board for the donations for the Christmas party. A letter from Secretary of State Jesse White was received providing Illinois libraries with a suggested reading list for the year-long bicentennial celebration for the state. Beth Young asked if the Library was presenting any programs for the bicentennial. Katie Kraushaar stated that the Marketing & Events Committee is working on it.

V. PUBLIC COMMENTS

There was no public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of December 31, 2017, was \$710,391.13. Total assets were \$710,481.13. Total liabilities were \$41,931.67.

B. Circulation and Event Statistics Report

Nancy Dolan reported that even though circulation by material and circulation by patron types were up in December, both figures were down from last fiscal year. Katie Kraushaar reported that in November, ADML updated their site and now requires patrons to enter both a PIN and their library card number. That new registration has caused issues

with statistics reporting and no December use figures were available. She stated that ADML is working on the issue. It was noted that both Hoopla and Flipster were up over December of 2016. Two new databases were added in December and have been well-received by the patrons. Average daily traffic for the month was 332, which is down again this month. Ms. Dolan restated her belief that this is partially because of the increased use of electronic resources.

C. Library Report—Nancy Dolan

Nancy Dolan reported that next year's Big Read book has been selected and the application for the Big Read Grant completed. The announcement of grant recipients will be made in April. Vicki Boden is retiring from the Library after 34 years of service in the same position of Outreach delivery specialist. Part-time adult programmer Jennifer Burkett has been promoted to that position, and will begin her duties soon. Cold and flu swept through the Library in December. With staff taking the end of their vacation time for the year, the holidays, and sickness, it was an effort to keep the public desks staffed, but Library employees stepped up to the challenge.

Michael Hall reported that teens enjoyed talking about poetry and reading their favorite poems at the December teen book club meeting; more poetry discussions are being planned for 2018. Teens are reading *The Lie Tree* by Frances Hardinge in January. Teens also enjoyed the Ugly Sweater Contest and Ornament Party on December 2; Mr. Hall reported he won the Ugliest Sweater Award! Teens are excited about the Candyland Adventure on January 13 where they will have an opportunity to play the childhood game using life-size game pieces.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending December 31, 2017. Ms. Niewohner noted that approximately 33% or \$13,865.70 of the invoices were to Keck for HVAC repairs. These invoices will be discussed during the Building and Grounds Committee report. There being no further comments, Lynn Niewohner moved to approve the Expenditure Approval Report ending December 31, 2017, in the amount of \$41,738.95 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 presented a copy of the revised FY17/18 budget. The budget includes revenue received from TQ for the kiosk and locker projects, grant funds for Big Read and summer reading, and the carryover reported from the annual audit. She noted that revenues also include a deficit of \$27,542 in PPRT funds. On the expense side, Ms. Dolan stated that she adjusted the salary line to reflect possible changes once the labor agreement is settled. She also showed the capital outlay for the new lockers purchased with funds from TQ, increased the amount spent for the RSA and Bibliotheca contracts, and added funds to the equipment and building repair lines to offset the invoices for repairs to the HVAC system and other repairs. She noted that this revised budget is \$167,188.47 over income. There being no further discussion, Lynn Niewohner

moved to approve the revisions to the FY17/18 budget as presented. Pam Rein seconded and the motion carried. Ms. Dolan then presented four draft budgets for FY18/19. Budget #1 is a flat budget that includes revenue from savings, but does not include spending for the branch or archives. Budget #2 is a balanced budget that shows a 2% decrease across the board. Ms. Dolan stated that this is the most likely scenario according to Mayor Kyle Moore. This budget eliminates one full-time professional librarian position and four part-time positions. A librarian is retiring in 2018, and that position would not be filled in this budget. Bobbi Mock stated that this is a vital position as it includes purchasing all of the adult fiction, large print fiction, assists with the homebound deliveries, and assists with cataloguing. She noted that it is possible to do without this position for one year, but cannot sustain it long term as it will put too much work on other already overextended employees. Because of the staff cuts in Budget #2, it would also be necessary to cut hours open to the public. Budget #3 includes an increase from the City, has no staff cuts, uses no savings, and does not include any spending for the branch or archives. Ms. Dolan noted that it is not likely that the City will agree to an increase. Budget #4 is a flat budget that includes no savings, no branch or archive spending, and cuts one full-time professional position and two part-time positions. Ms. Dolan stated that the Library needs to submit a budget to the City by January 25, 2018, and asked for a recommendation on which budget to submit. After discussion, Pam Rein moved that the Board approve FY18/19 Budget Draft #3, which includes an increase from the City. Lynn Niewohner seconded and the motion carried. Ms. Dolan stated that she will let the Board know if she hears anything from the City before the budget is submitted. Judy Crocker stated that the Board needs to examine every line of the budget to exhaust all possible ways to cut the budget without losing staff. Mr. Pratt agreed and stated that the Finance Committee will need to meet and discuss this. Ms. Dolan noted that the Board has until May 1 to decide on a budget for FY18/19. Beth Young asked if it was possible to start a “save our library” campaign. Katie Kraushaar stated that those campaigns are good for raising library awareness, but generally cannot be financially sustained year after year. Ms. Dolan suggested one revenue possibility; ask TQ to increase their contractual payment to the Library. She noted that QPL cardholders pay approximately \$45 per person, but TQ cardholders only pay approximately \$22 per person for the same services. Ms. Dolan noted that the Library will have approximately \$570,000 in savings at the end of FY17/18 without any changes from the labor agreement.

C. Building & Grounds – Kathy Citro: Kathy Citro was absent. The Building and Grounds Committee did not meet. Nancy Dolan stated that after realizing the Library will have spent over \$30,000 to Keck for repairs to the HVAC system in FY17/18, she contacted Pat Poepping of Poepping, Stone, Bach, and Associates, the original architects and engineers on the Library’s 2009 renovation project, to discuss the problems with the system. Mr. Poepping, along with PSBA engineers and Dave Schlembach, retired PSBA architect and consultant renovation project, met with Ms. Dolan on January 8. They agreed that the new system should not require that many repairs and that it seemed excessive. They further agreed that most of those repairs and replacements should have still been under warranty or at least partially covered by the Library’s maintenance contract with Keck. Mr. Poepping asked Ms. Dolan to provide them with copies of the

warranties, maintenance contract, and all invoices that have been submitted by Keck for repairs since the installation of the system. Because Waterkotte Construction was the general contractor for the renovation, Mr. Poepping will write a letter to them outlining the Library's concerns and provide copies of the letter to Keck and Daikin, the HVAC manufacturer. PSBA noted that Daikin is the number one provider of commercial HVAC systems and is generally receptive to customer complaints. If Keck and Daikin are not willing to improve the system, reimburse the Library for some of the repairs, and/or otherwise work with the Library to avoid future expenses, it may be necessary to pursue legal action. Ms. Dolan noted that PSBA is providing this consultation at no charge, but is keeping track of their time in case legal action is necessary, at which time they will recoup their consultation fees as part of the lawsuit.

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. Nancy Dolan reported that the Illinois legislature passed a bill that requires all government entities to have a sexual harassment policy in place by January. She received a sample policy from the state and adapted it for QPL. There being no discussion, Lynn Niewohner moved to approve the draft Policy Prohibiting Sexual Harassment as presented. Pam Rein seconded and the motion carried.

F. Ad Hoc – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee will meet on Wednesday, January 10, 2018, at 5:30 p.m. to discuss the labor agreement proposal.

G. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet. He stated that he would like to discuss advocacy and fund-raising efforts with Beth Young in light of the budget discussions.

VIII. UNFINISHED BUSINESS

A. Strategic Plan. Nancy Dolan reported that she transcribed results from both the Boards and Staff strategic plan discussions from December 12 and December 13, and compiled them into one document eliminating duplicate responses. She stated that RAILS Executive Director Dee Brennan suggested that the Library conduct surveys and community focus groups to obtain input from the community about the Library. She is working on developing a survey and scheduling focus groups.

B. Per Capita Grant Application. Nancy Dolan stated that all Board Members reported completing the requirements for the 2018 Per Capita Grant application. A copy of the completed application was included in the Board packet.

IX. NEW BUSINESS

No New Business was brought before the Board.

X. PUBLIC COMMENTS

There was no public in attendance.

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 6:42 p.m. Only QPL Board Members and Nancy Dolan were invited to remain. Beth Young moved to adjourn the Executive Session at 6:54 p.m. Dwain Preston seconded and the motion carried.

There being no further discussion, Dwain Preston moved to adjourn the meeting. Judy Crocker seconded and the meeting was adjourned at 6:55 p.m.

Respectfully submitted,
Kimberly Akers