

**Quincy Public Library
Board of Trustees Meeting
June 13, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, June 13, 2017, with Christopher Pratt presiding. Trustees present: Pam Rein, Judy Crocker, Jody Steinke, Lynn Niewohner, Angela Ketteman, Tom Ernst, and Dwain Preston. Trustees absent: Kathy Citro. Others present: Nancy Dolan, Katie Kraushaar, Bobbi Mock, Kim Akers, Alexis Bergman – TAB Liaison, Michael Hall – TAB Liaison, and Janice Riley – TQ Liaison.

I. APPROVAL OF AGENDA

Judy Crocker moved to approve the agenda as presented. Dwain Preston seconded and the motion carried.

II. APPROVAL OF MINUTES

Pam Rein moved to approve the minutes from the May 9, 2017, meeting as presented. Angela Ketteman seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed Alderman Tom Ernst to the Board. Mr. Ernst replaces Terri Heinecke as the City Council representative on the Board. Lynn Niewohner recognized the contributions of outgoing TAB President and TAB representative to the Board Alexis Bergman. Ms. Niewohner thanked Ms. Bergman for her service and presented her with an engraved clock. Angela Ketteman then presented a plaque to outgoing Board Member Jody Steinke and thanked him for his service.

IV. RECOGNITION OF CORRESPONDENCE

Seven comments from the public comment box were presented to the Board. A thank you note from Ann Dorr was included in the Board packet. The note thanked Farrah McDaniel for her help in locating requested information.

V. PUBLIC COMMENTS

The public in attendance had no comments.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of May 31, 2017, was \$815,370.41. Total assets were \$815,660.41. Total liabilities were \$94,187.28.

B. Circulation and Event Statistics Report

Nancy Dolan reported that they are still reorganizing the circulation report with the new statistics available from RSA. She noted that while it may seem that some lines are down from last fiscal year, they may not be because they have been split into more detailed types such as taxpayer or college student instead of all included in the adult line. She noted that renewals are now counted separately from the total circulation figures. The

kiosk and lockers were widely used again this month with 178 items checked out of the kiosk, and 58 users of the main lockers and 55 users of the County Market lockers. A total of 187 new cards were issued in May along with 141 renewals. There are a total of 22,526 cardholders as of the end of May. Ms. Dolan stated that they are unable to chart the impact of the tax insert, but know that many people have come into the Library to inquire about a card. The electronic resources continue to see high use with ADML, Hoopla, and Tumblebooks up over last fiscal year. The Learning Express database was utilized quite a bit in May as were Ancestry.com and Fold3. Traffic into the Library was down from last fiscal year with an average of 391 visitors per day in May. Bobbi Mock presented four colored graphs showing circulation by patron types, patron registrations, use of the hold lockers and kiosks, and breakdown of cardholders since March, which was the first full month after the RSA migration. She stated that the Library is no longer comparing like numbers from last year, which means a lot of blanks and negative percentages in the detailed report. She stated that the kiosk and locker graph shows both users (lockers) and items circulated (kiosk), and noted that the majority of these uses occur between 9:00 p.m. and midnight. The Board agreed that they like having both the detailed report with the numbers and the colored graph comparing consecutive months in the current fiscal year. They agreed that the pie chart of cardholders probably wouldn't change much throughout the year as far as a breakdown of patrons, but would like to see the chart on a yearly basis.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the Summer Reading Kickoff, held on June 3, was a great success with approximately 900 people in attendance. Circulation staff issued 35 new cards, had 614 users, and checked out 2,074 items throughout the day. The Library hosted the public presentation of the draft Quincy Strategic Plan on May 11. The family of the late Father Roy Bauer donated his collection of religious, history, and travel books to the Library. The Library was awarded a Big Read Grant again this year. Adults will be reading *Five Skies* by Ron Carlson, and children will be reading either *Hatchet* by Gary Paulsen or *Flat Stanley Goes Camping* by Jeff Brown and Macky Pamintuan. Ms. Dolan noted that the Library also received a grant from the Kiwanis to purchase coding toys for the children's area. During the first week of May, Library staff were asked to track how many directional and reference questions asked by patrons. This information is then used in the Annual Report to the City and the IPLAR. Staff and TAB volunteers walked in the annual Dogwood Parade on May 6 along with Leo the Library Lion. The Friends of the Library held their annual summer luncheon on June 12, where they voted to fund a variety of projects throughout the Library. Ms. Dolan reported that Quincy Transit Lines is offering free bus rides to and from the Library for kids up to age 18 throughout the summer. She noted that the bus drivers are tracking ridership so this initiative can be measured. Ms. Dolan stated that the Library may need to pay for those free rides at \$.25 each, although the City may vote to waive the cost.

Michael Hall reviewed the May teen events which included the discussion of the book *A Monster Calls* at the teen book club and volunteering at the Summer Reading Kickoff. He stated that the Quincy museums tour was very popular and the teens would like to see the Library offer another event similar to this. The teens are looking forward to the teen summer movies, the Gwendolyn Brooks Poetry Challenge on June 23, and the teen-led arts and crafts projects at the weekly Wii Wednesdays. He reported that the TAB

graduation party will be held on June 14 at the Library.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending May 31, 2017. Ms. Niewohner stated that the largest payment this month was to the City of Quincy for the annual MICA payment in the amount of \$42,648.00. Tom Ernst asked if \$50,000 per month is an accurate average of invoices for the Library. Ms. Niewohner stated that the amount fluctuates per month, but \$50,000 is a general average. She noted that the majority of invoices are for materials, which the Library is required to spend at least 12% of the budget on to qualify for state grants. There being no further questions, Lynn Niewohner moved to approve the Expenditure Approval Report ending May 31, 2017, in the amount of \$94,428.58 as presented. Dwain Preston seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet. However, the final FY16/17 budget was presented for approval. Ms. Dolan stated that this is an unaudited budget; the auditors are currently working on the annual audit. Ms. Niewohner noted that the total revenue received for the year was \$3,087,365.17 including cash on hand, total expenditures were \$2,395,142.13 resulting in \$692,223.04 left over to put into the FY17/18 budget. Ms. Dolan noted that the Library only spent \$27,385.96 from its reserves when she was expecting to spend nearly \$100,000 from savings because of the anticipated loss of \$40,000 from PPRT. Instead the Library actually received \$47,619.88 in PPRT funds.

C. Building & Grounds – Jody Steinke: Jody Steinke reported that 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 reported that the Policy Committee did not meet.

F. Ad Hoc – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee did not meet.

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

VIII. UNFINISHED BUSINESS

A. Nominating Committee Report. Dwain Preston reported that the committee met just before the Board meeting. The committee is recommending the following slate of officers for FY17/18: Christopher Pratt, President; Dwain Preston, Vice President; and Lynn Niewohner, Secretary/Treasurer. Dr. Preston also reported that Beth Young has been appointed by the Mayor to fill the seat left open by the resignation of Jody Steinke. These recommendations will be voted on at the annual meeting on July 11, 2017.

B. Nancy Dolan reminded committee chairs that they need to let Library staff know

about committee meetings at least 48 hours in advance so the meetings can be posted on the public bulletin board for the amount of time required by the Open Meetings Act. Ms. Dolan also reminded the Board that they need to start work on updating the Library Strategic Plan.

C. Christopher Pratt stated he will be announcing committee appointments at the July Annual meeting. Anyone wishing to be on a specific committee should let him know as soon as possible. He also stated that he and Pam Rein will be going off of the Mary Weems Barton/Quincy Public Library Foundation Board, so two QPL Board Members will be needed for those seats on that Board.

IX. NEW BUSINESS

A. **Annual Report.** A copy of the Annual Report to the City of Quincy was included in the Board packet.

B. **Illinois Public Library Annual Report (IPLAR).** A copy of the IPLAR was included in the Board packet.

D. **Prevailing Wage Resolution.** A copy of the FY17/18 Prevailing Wage Resolution was presented to the Board. Judy Crocker moved to approve the FY17/18 Prevailing Wage Resolution as presented. Angela Ketteman seconded. A roll call vote was held with the following results:

Lynn Niewohner	yes	Pam Rein	no
Judy Crocker	yes	Dwain Preston	yes
Angela Ketteman	yes	Jody Steinke	yes
Chris Pratt	yes	Tom Ernst	yes
Kathy Citro	absent		

The resolution passed with seven yes votes, one no vote, and one absent. The Prevailing Wage Resolution will be posted on the public bulletin board and published in the Quincy Herald-Whig.

D. **Hold Lockers at Quincy Public Schools.** Nancy Dolan reported that she recently met with the Quincy School Board to discuss the possibility of installing hold lockers in the new schools. The School Board was very enthusiastic about the idea, and voted to approve the project and order a set of hold lockers to be installed at the new Lincoln-Douglas School (formerly known as Monroe School). Ms. Dolan stated that they had also discussed installing a kiosk at the schools, but hold lockers are the least expensive alternative and have the lowest staff impact. Angela Ketteman noted that she spoke with Superintendent Roy Webb who stated that QPS may have some funding for the project, but that hasn't been addressed yet. Ms. Dolan stated that TQ has expressed interest in installing additional hold lockers at County Market, and may be amenable to funding the purchase of the school hold lockers. In answer to a question about kiosks at the schools, Bobbi Mock stated that kiosks have to be inside the school, which would mean anyone wanting to use them would have to go through school security and they would only be available when the schools are open. The hold lockers would be installed outside of the school, similar to the hold lockers at the Main Library, which would allow

parents, children, and the public to use the lockers 24/7. She also noted that the Library probably will not install hold lockers at the 48th & Columbus Road school as that is too close to the County Market at 48th & Broadway, but are considering hold lockers at the new North 12th school. The Board asked if the Library had considered installing book drops also. Ms. Dolan stated that had not been discussed, but could easily be incorporated into the project. Ms. Dolan stated that the company that manufactures the hold lockers offers a discount of approximately \$5,000 if three or more lockers are purchased. She stated that she would like to order two stand-alone sets of lockers for the schools and one add-on set for County Market. She has not yet contacted County Market about adding more hold lockers, but will do so soon. Ms. Mock stated that there is enough room for additional lockers at County Market, but the space will need to be reconfigured. Ms. Kettelman reminded Ms. Dolan to be sure that schools are aware of any electrical and technological needs required for the hold lockers.

E. Young Adult Librarian Deborah Riddell presented a slide show of photos from the past four years of TAB that she created for the upcoming TAB graduation party.

X. PUBLIC COMMENTS

The public in attendance had no comments.

Dwain Preston moved to adjourn into Executive Session for the purpose of collective negotiating matters or deliberations of salary schedules. Pam Rein seconded and the regular session was adjourned at 7:14 p.m. Nancy Dolan and QPL Board Members were asked to remain.

Pam Rein moved to adjourn the Executive Session. Dwain Preston seconded and the Executive Session was adjourned at 8:09 p.m. There being no further discussion, Angela Kettelman moved to adjourn the meeting. Lynn Niewohner seconded and the meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Kimberly Akers