

Quincy Public Library
Board of Trustees Meeting
March 13, 2018 revised April 10, 2018
Minutes

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, March 13, 2018, with Christopher Pratt presiding. Trustees present: Judy Crocker, Dwain Preston, Kathy Citro, Lynn Niewohner, Angela Ketteman, Tom Ernst, and Beth Young. Trustees absent: Pam Rein. Others present: Michael Hall – TAB Representative, Fred Witte – TQ Liaison, Nancy Dolan, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Judy Crocker moved to approve the agenda as presented. Beth Young seconded and the motion carried.

II. APPROVAL OF MINUTES

Lynn Niewohner moved to approve the minutes from the February 13, 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

Three comments were received from the public comment box. Angela Vogel complimented Farrah McDaniel on her assistance with printing a resume. A letter was received from Pat McIntire thanking the Library for their delivery service and complimenting Val Stark, who delivers the books to her.

V. PUBLIC COMMENTS

There were 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 February 28, 2018, was \$667,299.01. Total assets were \$667,389.01. Total liabilities were \$42,908.37.

B. Circulation and Event Statistics Report

Nancy Dolan reported that circulation figures remain steady, and patron registrations have increased significantly. Use of the lockers also remains steady, and use of the lockers at Lincoln-Douglas School is growing. Use of the virtual services continues to be popular; Hoopla and Flipster were up, while ADML and Tumblebooks were down. The Library saw an average of 369 visitors per day in February. It was noted that total program attendance was nearly the same as February of 2017.

C. Library Report—Nancy Dolan

Nancy Dolan reported that Keck has the parts for the basement HVAC system, and are waiting for a good time to finish the repairs. She noted that it turned out the remote access problem was not the Library's problem. Keck needed to reset the system after a power outage, but failed to do so blaming the loss of remote access on the phone line. Two very successful Black History Month programs were presented in February with a combined attendance of nearly 150 people. Staff are working on creating a map to show where library cardholders live in Quincy and the townships. They have discovered that while there are some areas that are not as widely covered, most streets have at least some library cardholders. Friends of the Library are preparing for their annual Spring Book Sale to be held April 12, 13, and 14, 2018. At their March meeting, the Friends voted to underwrite several projects including a donation to the historic newspaper archive project.

Michael Hall reported that reinstating the previous TAB hierarchy seems to be working well. TAB members are planning to promote TAB and the Library in Quincy schools in the spring. Teens enjoyed a coding workshop on March 10. Mr. Hall noted that even though only 10 people attended the program, everyone enjoyed it and several new people joined TAB members for the event. He also reported that the teen book club and the art corner continue to be well attended.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending February 28, 2018. She noted the large payment to Homefield Energy for two months' electrical service. There being no further discussion, Lynn Niewohner moved to approve the Expenditure Approval Report ending February 28, 2018, in the amount of \$40,424.30 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 the TQ Finance Committee met on February 20 where they discussed revisions to the TQ/QPL Contractual Agreement for Services and future funding to QPL. Fred Witte stated that TQ currently has approximately \$396,000 in their checking account and approximately \$120,000 in a CD, some of which is earmarked for specific use. They have approximately \$280,000 no longer committed to a project since plans for a physical branch on the east side of town have ceased. The TQ Finance Committee is proposing that they increase the yearly collection development contribution from \$50,000 to \$190,000 over the course of two ~~three, or four~~ years **or \$120,000 over four years**. Mr. Witte stated that they would like to retain \$100,000 to \$125,000 in their reserves. In addition, they are willing to increase the yearly contract from 3% to 4% per year. He noted that the \$190,000 is not an ongoing donation beyond the two, three, or four year period. Tom Ernst asked how TQ acquired the excess funds. Christopher Pratt replied that TQ sets their own tax levy and had been levying a higher amount in past year to build up a branch fund. When that project was abandoned, the Board decided to decrease their annual tax levy. Nancy Dolan stated that in the past several years TQ has underwritten the costs of the kiosk, lockers, and

purchased the new delivery van. Mr. Witte asked the QPL Board if they had a preference for the donation timeline. The Board agreed that a distribution over a period of four years would work best to stabilize the budget. Mr. Pratt noted that the donation would be placed in the collection development budget and used to purchase materials. Ms. Dolan stated that the TQ Finance Committee has indicated that the Library could put the funds into the collection development budget, but redirect their own funds into other lines such as payroll. It was noted that this would be an additional \$70,000 into the budget over the next four years.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building and Grounds Committee did not meet. It was noted that in addition to Ms. Citro, Beth Young, and Ron Upper from the TQ Board are also on the committee. Nancy Dolan and Christopher Pratt also serve that committee.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee did not meet. Nancy Dolan presented three motions for approval. The first is revisions to the Employee Handbook to bring it in line with the new Labor Agreement. Christopher Pratt noted that the Agreement has been ratified, but not yet signed pending review by an attorney. Tom Ernst asked if the City Council could have a copy of the signed contract when it becomes available. Mr. Pratt stated that it is a public document, and noted that Mayor Moore was made aware of the contract proposals prior to ratification. Beth Young suggested a few grammatical corrections to the Employee Handbook. There being no further discussion, Angela Ketteman moved to approve the revisions to the Employee Handbook including the grammatical changes. Lynn Niewohner seconded and the motion carried. Ms. Dolan then presented the revised job description for the Custodian position. She noted that the positions in Maintenance were previously designated as Technicians. It was determined that those positions only perform custodial duties rather than maintenance duties and were changed to Custodians, but the job description was never updated. Mr. Ernst noted the section requiring all Custodians to receive a Hepatitis B vaccination, and asked why the Library pays for that vaccination. Mr. Pratt stated that the Library decided to pay for the cost of the vaccination when the requirement was first introduced, but said that could certainly be looked at during the next Labor Agreement negotiations. There being no further discussion, Lynn Niewohner moved to approve the revisions to the Custodian job description as presented. Judy Crocker seconded and the motion carried. Ms. Dolan then presented a motion to approve the draft Collection Development Librarian position. She stated that the current Senior Services Librarian is retiring in April. Over the years, that position has changed quite a bit. Ms. Dolan and Bobbi Mock would like to vacate the current Senior Services Librarian position and hire someone to fill the proposed Collection Development Librarian position to better reflect the current needs of the position. Ms. Mock noted that an Outreach Specialist retired in February, and several changes were also made to that position's duties. Lynn Niewohner asked if it was necessary for the Collection Development Librarian to have an MLIS. Ms. Dolan stated that as this person will be purchasing all of the fiction collection and the large print collection in addition to performing cataloguing duties, she feels it is vital that this position require an MLIS. She also stated that this is an essential position, and she

would rather cut less essential positions if necessary due to budget cuts. After a lengthy discussion, Lynn Niewohner moved to table the motion and forward the job description to the Personnel Committee for further review. Beth Young seconded. Mr. Ernst asked if it was prudent to hire someone before the current librarian retires. Ms. Dolan stated that the Library is frequently unable to fill a professional position while the current person is still employed because of budgetary constraints. Mr. Pratt noted that in an email to City department heads, Mayor Moore asked those department heads to try and not fill any open positions due to impending budget cuts. There being no further discussion, Mr. Pratt called for a vote. The motion carried. Mr. Pratt asked that the Personnel Committee meet as soon as possible and report their recommendations at the April 10 QPL Board meeting.

E. Policy – Lynn Niewohner: Lynn Niewohner reported that the Policy Committee did not meet. Nancy Dolan presented two motions for approval. The Sick Leave Bank Policy is being revised to bring it in line with the changes to the Labor Agreement. Ms. Dolan stated that the major changes to the policy include language and the addition of one more person on the committee. Ms. Niewohner asked if all of the employees are now part of the Sick Leave Bank. Ms. Dolan replied that even though the Board gave union employees two additional days as part of the contract proposal in the hopes that those who were not members of the Sick Leave Bank would use those days to buy into the Bank, several employees chose not to enroll. Beth Young suggested that those employees who decline to enroll in the Sick Leave Bank be asked to sign a declination statement. Of those employees who chose not to enroll, four currently do not have enough hours to enroll during the open enrollment in March. It was noted that a proposed change to the Sick Leave Bank guidelines increases the accumulated hours from 48 unused sick leave hours to 96 unused PTO hours. The question was asked if those four employees would have been eligible to enroll under the lower sick leave hours. Ms. Dolan was unable to answer that question. Beth Young moved to table the motion until Ms. Dolan could gather further information. Angela Ketteman seconded and the motion carried. The Personnel Committee was asked to review this policy and make a recommendation at the April Board meeting. Ms. Dolan then presented a motion to revise the IMRF Service Credit Plan to bring it into line with the Labor Agreement. There being no discussion, Lynn Niewohner moved to approve the revisions as presented. Tom Ernst seconded and the motion carried.

F. Ad Hoc – Labor: Lynn Niewohner reported that 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. Nancy Dolan reported that the Library held two Strategic Planning public forums on March 6 and March 11, and received valuable input from those in attendance. She asked the Board if they would like her to draft a plan from all of the input. Christopher

Pratt stated that he would like to see a committee comprised of members from the QPL Board, TQ Board, Foundation Board, Friends of the Library, staff, and Library administration create the plan. Dwain Preston and Beth Young offered to serve as the QPL representatives.

B. Nancy Dolan stated that the Library received \$1,000 from the Regional Office of Education for the Little Read, an Arts Dollars Grant for summer reading, and has applied for a grant from the Tracy Family Foundation for neighborhood outreach. She is also considering applying for a Back to Books Grant from the Illinois State Library.

IX. NEW BUSINESS

A. Discussion and Adoption of Summer Hours. Nancy Dolan stated that she is waiting to make a definite recommendation to the Board about summer hours until she finds out from the City what the budget will look like. Right now, she is considering keeping the hours the same as last summer – Mondays 9:00 a.m. to 8:00 p.m., Tuesday through Thursday 9:00 a.m. to 6:00 p.m., Fridays and Saturdays 9:00 a.m. to 5:00 p.m., and closed on Sundays. Tom Ernst stated that the City Council expects to have a final budget completed in early April. Ms. Dolan stated that she will bring a formal recommendation to the Board at the April 10 Board meeting.

B. Beth Young stated that in one day she spoke with a person who told her staff morale at the Library is terrible and questioned why staff are paid so low, then a few hours later was informed by someone else that the Library was a wonderful place and offers great services. She noted that the first person was a former staff member, while the second was a member of the public.

X. PUBLIC COMMENTS

There were 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 7:05 p.m. Only QPL Board Members and Nancy Dolan were invited to remain.

Lynn Niewohner moved to adjourn the Executive Session and reconvene into Regular Session at 7:32 p.m. Kathy Citro seconded and the motion carried. Lynn Niewohner then moved to send the consideration of Administrative contracts and job descriptions to the Personnel Committee for discussion. Angela Kettelman seconded and the motion carried. The Personnel Committee will meet on Monday, March 19, 2018, at 10:00 a.m. at the Library.

There being no further discussion, Kathy Citro moved to adjourn the meeting at 7:33 p.m. Judy Crocker seconded and the motion carried.

Respectfully submitted,
Kimberly Akers