

**Quincy Public Library
Board of Trustees Meeting
November 14, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, November 14, 2017, with Dwain Preston presiding. Trustees present: Pam Rein, Judy Crocker, Kathy Citro, Angela Ketteman, and Beth Young. Trustees absent: Lynn Niewohner, Christopher Pratt, and Tom Ernst. Others present: Nancy Dolan, Kim Akers, Bobbi Mock, Katie Kraushaar, and Michael Hall – TAB Liaison.

I. APPROVAL OF AGENDA

Judy Crocker 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 October 10, 2017, meeting as presented. Pam Rein seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt was absent. Vice President Dwain Preston welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Five comments from the public comment box were presented to the Board. A thank you note from the Great River Genealogical Society was received thanking the Library for assistance with their recent seminar. A note from Kathy and Rob Atkinson was received complimenting staff on the quality of Quincy Public Library. They are thinking of moving to Quincy and visited the Library while touring the city. A thank you note from the Adams County Home & Community Education was received thanking the Library for allowing them to set up a table in the lobby to promote their organization. An email from Rick Womack was received complimenting the Library on the Historic Newspaper Archive. A thank you note was received from Mona Boren, a caregiver for Ms. Walker at Sunset Apartments, thanking Val Stark for the delivery service she provides.

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 October 31, 2017, was \$800,892.24. Total assets were \$800,982.24. Total liabilities were \$59,219.57.

B. Circulation and Event Statistics Report

Nancy Dolan reported that circulation figures were pretty good for the month, reminding the Board that the negative percentages are due to changes to the school delivery service and the migration to RSA. These changes have resulted in more details and increased accuracy in the tracking of circulation numbers. The new locker was installed at the Lincoln-Douglas School and additional lockers added to the branch at County Market. Usage figures were unavailable for the first part of October as the lockers were being installed, but use of the main lockers increased this month. Use of the kiosk was also up. Patron registrations increased as the Library worked with area schools to increase library card sign-ups. Bobbi Mock stated that she is working to purge the remainder of the expired cards without bills from the system, but noted that this will result in a significantly lower number of cardholders next month. Kathy Citro asked if the Library participated in any kind of a program to provide library cards to new babies and mothers. She noted that she was trained in the Baby Talk program and offered to share materials with the Library to help increase card sign-ups for children. Ms. Dolan noted that the United Way Early Literacy program does provide free books for newborns, and the Library participates in that program. Ms. Mock stated that the Library is working on a program this spring to allow kids to read off fines to increase circulation and bring them back to the Library. Use of ADML was down slightly while Hoopla and Flipster had increased use in October. The Library saw an average of 395 daily visitors in the Library, which is down from last month. Program attendance fluctuated across age levels.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the heating and air conditioning system is still not working correctly and several parts need to be replaced; the parts are on order. The Big Read ended in October with a variety of events including the opportunity for kids to explore big trucks and construction equipment, a hay ride and scavenger hunt for teens, and a Skype visit with author Ron Carlson for adults. Sean Waters reconfigured the copier/fax machine in the lobby to allow for print previews and receipts, and realigned the settings on the touch screen scanner. Beth Young thanked the Reference Staff for their hard work in locating information to help verify Colonel Ulysses S. Grant's arrival date in Quincy as part of a larger Grant Celebration the Historical Society is presenting in the spring. Bill Waters inventoried the Steiff animal collection in the Children's Area and revamped the display cases with more shelves, better lighting, and a better lock. The Friends had a very successful Fall Book Sale earning over \$2,400. They continue to fund projects that are otherwise beyond the reach of the Library's budget.

Michael Hall reported that the teen book club enjoyed reading *Five Skies* as part of the Big Read, and discussed *Shadow and Bone* in October. Teens had a great time at the Old Hollywood Halloween Party, and are looking forward to the Scavenger Hunt in South Park on November 18. He noted that there have been several new people at the weekly Wii Wednesday, but stated there will not be a TAB meeting or Wii Wednesday on November 22 due to the Thanksgiving holiday.

VII. COMMITTEE REPORTS:

- A. Audit – Lynn Niewohner:** Lynn Niewohner was absent. Nancy Dolan presented the Expenditure Approval List for the month ending October 31, 2017. Ms. Dolan noted that the invoices included credit card invoices sent out after the October 10 Board meeting. There being no further comments, Pam Rein moved to approve the Expenditure Approval Report ending October 31, 2017, in the amount of \$59,215.73 as presented. Angela Kettelman 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 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 was absent. Angela Kettelman reported that the Policy Committee met on October 23 where they discussed revisions to the Emergency Manual, the Employee Handbook, 14 current policies, and one new policy. Ms. Kettelman reviewed the changes to the Elevator and Weapons sections of the Emergency Manual. She noted that the Quincy Fire Department recommended changing the policy so that the location of the elevator key was not made public with the understanding that all Maintenance and Administration staff know where it is located and be trained to respond to an elevator emergency if the Fire Department is not available. The Weapons section was changed to clarify that all local, state, and federal law enforcement officers may carry their weapons in the Library whether they are on duty or off. Nancy Dolan stated that other law enforcement officers who are out of their jurisdiction may also carry if they are on duty. There being no further discussion, Pam Rein moved to approve the changes to the Elevator and Weapons pages of the Emergency Manual as presented. Kathy Citro seconded and the motion carried. Ms. Kettelman reviewed the changes to the Employee Handbook. There being no discussion, Pam Rein moved to approve the revised Employee Handbook as presented. Kathy Citro seconded and the motion carried. Ms. Kettelman stated that the document, photograph, and digital image donation form which is part of the Donation/Memorial Policy was updated. There being no discussion, Pam Rein moved to approve the revisions to the Donation/Memorial Policy forms as presented. Beth Young seconded and the motion carried. The Issuance of Library Cards to Non-Residents Policy was discussed. Bobbi Mock stated that the Library used to offer non-residents the ability to pay for a yearly library card with two six-month installments, but RAILS recommended changing that to a 90-day payment to avoid patrons using the card for six months then not paying for the other half. With the changes, the card will be revoked if the second payment is not made within 90 days. There being no further discussion, Judy Crocker moved to approve the revisions to the Issuance of Library Cards to Non-Residents Policy as presented. Beth Young seconded and the motion carried. The Issuance of Library Cards to Non-Resident Property Owners

Policy was being revised so that an individual card may be issued rather than a family card to non-resident property owners. Pam Rein moved to approve the revisions to the Issuance of Library cards to Non-Resident Property Owners Policy as presented. Kathy Citro seconded and the motion carried. Ms. Ketteman stated that the Policy Governing Library Fines and Fees was revised to include the new streaming media devices now being offered for checkout. It also addresses use of Library computers by patrons who owe more than \$10 in long-term fines. There being no further discussion, Beth Young moved to approve the revisions to the Policy Governing Library Fines and Fees as presented. Judy Crocker seconded and the motion carried. Ms. Dolan stated that she changed the wording of the security policy to the Library Safety and Security Policy to address consequences of unacceptable behavior from both patrons and staff, notification of incidents, and access to non-public areas of the Library. She stated that Library Staff are encouraged to call 911 or push the panic button if they feel threatened in any way. There being no further discussion, Pam Rein moved to approve the revisions to the Library Safety and Security Policy as presented. Kathy Citro seconded and the motion carried. Ms. Dolan stated that she forgot to include a statement about the iPads and coding toys in the Loan and Renewal Policy, but the updated revisions were included in the policy sent out in the Board packet. There being no discussion, Judy Crocker moved to approve the revisions to the Loan and Renewal Policy as presented. Pam Rein seconded and the motion carried. The Meeting Room Policy was revised to clarify monthly usage limits for use of the Study Rooms. There being no further discussion, Beth Young moved to approve the revisions to the Library Meeting Rooms Policy as presented. Pam Rein seconded and the motion carried. Ms. Ketteman presented the revised Staff and Patron Parking Lot Policy. Beth Young asked if patrons would be allowed to bring their bicycles into the Library if they were not comfortable leaving them on the bike rack outside. Ms. Dolan stated that no bicycles or skateboards are allowed inside the Library. It was suggested to change Item 5 to read, "Bicycles may be used for transportation to and from the Library but may not be used for recreational riding on library property or brought into the Library." There being no further discussion, Pam Rein moved to approve the revisions to the Staff and Patron Parking Lot Policy as discussed. Kathy Citro seconded and the motion carried. A draft Programming Policy was presented. Ms. Mock stated that this policy was developed to clarify the planning and implementation of Library programs and outside programs sponsored by the Library. There being no discussion, Pam Rein moved to approve the draft Programming Policy as presented. Judy Crocker seconded and the motion carried. The Policy on Use of Library Computers was revised to also address computer use by patrons with long-term fines above \$10. There being no discussion, Pam Rein moved to approve revisions to the Policy on Use of Library Computers as presented. Beth Young seconded and the motion carried. Revisions to the Policy on Unlawful Retention of Library Materials were made to address changes to the Illinois Compiled Statutes and repercussions of failing to return library materials. There being no discussion, Beth Young moved to approve the revised Policy on Unlawful Retention of Library Materials as presented. Pam Rein seconded and the motion carried. Ms. Dolan presented revisions to the credit card policy stating that the auditors recommended further clarification of staff use of Library credit cards. There being no discussion, Judy Crocker moved to approve revisions to the Policy on use of

Library Credit Cards as presented. Pam Rein seconded and the motion carried. The final policy presented was not discussed by the Policy Committee, but Ms. Dolan is requesting that the Board consider approval of revisions to the patron conduct policy to address weapons in the Library as presented during the discussion of the Weapons section of the Emergency Manual. There being no further discussion, Pam Rein moved to approve revisions to the Rules and Regulations for Conduct in the Quincy Public Library as presented. Kathy Citro seconded and the motion carried.

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

G. Ad Hoc – Advocacy. Christopher Pratt was absent. The Ad Hoc Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Review of *Trustee Facts File Chapter 1-5*. Three Board Members reported that they reviewed the chapters and watched the security video. Two other trustees still need to watch the video. Trustees were asked to finish the requirements and report completion at the December meeting.

IX. NEW BUSINESS

A. Approval of 2018 Holiday Schedule. A copy of the 2018 Holiday Schedule was presented to the Board. It was noted that all of these dates are subject to change pending the outcome of the approval of the Labor Agreement which expired April 30, 2017. There being no discussion, Pam Rein moved to approve the 2018 Holiday Schedule as presented. Beth Young seconded and the motion carried.

B. Approval of Intergovernmental Agreement with Quincy Public Schools. Nancy Dolan reported that this agreement allows the Library to serve teachers who are employed by Quincy Public School District 172, but do not live in the Library's service area. The agreement states that the Library will provide school delivery service and cards to all QPS District 172 teachers regardless of residency. In return, QPS will pick up and deliver materials to the schools and allow the Library to promote Library services and card sign-ups in the schools and at school events as well as attend training opportunities with students and teachers. There being no discussion, Pam Rein moved to approve the draft intergovernmental Agreement for Library Services with Quincy Public School District 172 as presented. Angela Ketteman seconded and the motion carried.

C. Nancy Dolan reported that the PPRT is down \$23,500 for the year. In addition, Mayor Moore informed Ms. Dolan that because of the state budgeting issues, the City's budget may be reduced. In turn, the Library may be asked to reduce its budget by as much as 2%. Ms. Dolan distributed a pie chart showing a breakdown of the Library's current budgeted expenses. She noted that if the Library is forced to cut 2% from its budget, the Board will need to decide if it wants to continue with deficit spending or reduce staff and hours.

D. Nancy Dolan stated that the Library's Strategic Plan expires at the end of 2017. She has been working with Katie Kraushaar and Bobbi Mock to revise the current plan. They recommended that someone outside of the Library be brought in to facilitate discussions with both of the Boards and the staff. Ms. Dolan asked Dee Brennan, Executive Director of RAILS, to serve as a facilitator. Ms. Brennan agreed. Ms. Dolan is recommending that the Boards meet with Ms. Brennan before the December Board meetings as both Boards will meet on the same night. Ms. Brennan could then meet with staff the next day. The Board was amenable to this arrangement. Ms. Dolan distributed abbreviated copies of the current Strategic Plan with her explanations of the goals; if they were achieved, ongoing progress, or lack of accomplishment, if any.

X. PUBLIC COMMENTS

There was no public in attendance.

Beth Young moved to adjourn the regular session and move into Executive Session for the purpose of discussing collective negotiation matters or deliberations of salary schedules. Judy Crocker seconded and the meeting was adjourned at 7:19 p.m. QPL Board Members and Nancy Dolan were invited to remain in the meeting. Angela Kettelman moved to adjourn the Executive Session and return to regular session at 7:40 p.m. Beth Young seconded and the Executive Session was adjourned.

There being no further discussion, Beth Young moved to adjourn the meeting. Kathy Citro seconded and the meeting was adjourned at 7:40 p.m.

Respectfully submitted,
Kimberly Akers