

**Quincy Public Library
Board of Trustees Meeting
October 10, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, October 10, 2017, with Christopher Pratt presiding. Trustees present: Pam Rein, Judy Crocker, Lynn Niewohner, Dwain Preston, Angela Ketteman, and Beth Young. Trustees absent: Kathy Citro and Tom Ernst. Others present: Nancy Dolan, Kim Akers, Bobbi Mock, Katie Kraushaar, Charlie Jones – TQ Liaison, and Michael Hall – TAB Liaison.

I. APPROVAL OF AGENDA

Angela Ketteman moved to approve the agenda as presented. Lynn Niewohner seconded and the motion carried. Anita Failor of Wade Stables joined the meeting, and Angela Ketteman moved to amend the agenda so that the Audit Report could be made immediately rather than at the end of the meeting. Judy Crocker seconded and the agenda was approved as amended.

II. APPROVAL OF MINUTES

Lynn Niewohner moved to approve the minutes from the September 12, 2017, meeting as presented. Pam Rein seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Christopher Pratt welcomed everyone to the meeting. He noted that he will not be at the November Board meeting.

IV. RECOGNITION OF CORRESPONDENCE

Four comments from the public comment box were presented to the Board. A thank you note from Pat McIntire was presented thanking the Library for the arts and crafts summer reading basket she won. Kim Akers remarked that Ms. McIntire is an artist and drew the rose on the note using the materials in the basket. A thank you note from the Quincy Art Center staff was included thanking the Library for presenting an art activity at the recent ArtFest. Miss Adams County 2017 Kaylyn Orpet-Hulett sent a note thanking the Library for allowing her to be a part of the Big Read. A thank you note from Early Childhood was received thanking Nancy Dolan for reading to the students as part of the Little Read.

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 September 30, 2017, was \$623,745.03. Total assets were \$623,835.03. Total liabilities were \$37,237.89.

B. Circulation and Event Statistics Report

Nancy Dolan reported that circulation figures were good in September. She noted that the negative percentages are because the Library is reporting more detailed figures than last year, which are more accurate. Bobbi Mock reported that issues with the kiosk have been addressed and it had more use in September. She noted that the internet connection was timing out after only 30 minutes of no use, which sometimes caused the connection to fail to reconnect at the next use. She changed the default to disconnecting after two hours of no use. The locker addition has been installed at County Market, but are not in use yet. The brain needed to be sent to LEID for reprogramming; Ms. Mock expects the lockers to be back in use by early next week. Christopher Pratt commented on the low self-checkout numbers. Ms. Mock stated that Circulation Staff are re-educating patrons on how to use the self-checkouts to check out the materials received from other libraries. Ms. Dolan stated that patron card registrations are up for the month thanks to a push to sign-up patrons at school and community events. A daily average of 403 people visited the Library in September. Attendance at adult and children's events nearly doubled over last fiscal year. Part of this increase is attributed to the school visits and library presentations at various community events.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the Library continues to have consistent problems with the HVAC system; Keck has been addressing these issues as they arise. As reported in the circulation report, Library staff attended a variety of school curriculum nights and community events to promote the Big Read, raise awareness of Library services, and sign people up for library cards. The Big Read was kicked off on September 14 at Moorman Park followed by lots of events for all age levels throughout September and into October. Ms. Dolan noted that the lockers at Lincoln-Douglas School were installed by the school maintenance staff, but the Library has not been informed if they are functional yet. The book drop that was replaced at HyVee on Harrison was also delivered to Lincoln-Douglas School, but the maintenance staff noticed it had a scratch that was beginning to rust. They asked to have it repainted, and paid for by the Library. Ms. Dolan stated she will be asking TQ to pay for this repair. Beth Young complimented the Reference Staff, especially Sean Waters, for ongoing research on a project for the Civil War Roundtable. The Friends of the Library held their annual Fall Book Sale October 5, 6, and 7. They earned nearly \$2,400 over the course of two and a half days.

Michael Hall reported that the teen book club is reading *Five Skies* as part of the Big Read this month. Teens also participated in several Big Read themed events including an outdoor cooking workshop and a hay ride and scavenger hunt at Mill Creek Farm. Teens are preparing for their annual Halloween party celebrating Haunted Old Hollywood to be held on Friday, October 27, at 6:00 p.m. at the Library.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending September 30, 2017. Ms. Niewohner stated that the invoice from The Library Store in the amount of \$6,634.24 was to purchase a new book drop at HyVee on Harrison made possible through a donation from the Friends. Kim

Akers noted that the \$175 credit was for a voided honorarium check from the Big Read. There being no further comments, Lynn Niewohner moved to approve the Expenditure Approval Report ending September 30, 2017, in the amount of \$37,056.50 as presented. Pam Rein seconded and the motion carried.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet.

C. Building & Grounds – Kathy Citro: Kathy Citro was absent. 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, but will need to meet soon.

F. Ad Hoc – Labor: Lynn Niewohner reported that the Ad Hoc-Labor Committee did not meet. She asked for a brief Executive Session after the meeting to discuss new developments in the negotiations.

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

VIII. UNFINISHED BUSINESS

A. Review of *Trustee Facts File Chapter 1-5*. Christopher Pratt asked Board Members if they reviewed the chapters and viewed a video about library safety. Several reported that they did one or the other, but not all of the Trustees completed the task. He asked that they finish the review no later than the December meeting. He requested that the item remain on the agenda until all Board Members report completion of the task.

IX. NEW BUSINESS

A. FY16/17 Audit Report – Wade Stables. Anita Failor of Wade Stables distributed copies of the FY16/17 Audit Report and reported on her findings. She stated that they found no major deficiencies within the audit, and the few minor issues they did see were corrected immediately by Nancy Dolan and her staff. Ms. Failor stated that they are required to report pension as a full accrual, which does not follow the Library's fiscal year. She noted that the net pension liability was \$694,683 and the change in net position was a loss of \$133,942 as of April 30, 2017. The general funds show a loss of \$26,531 although the final budgeted amounts were less than the original budgeted amounts. The Board thanked Ms. Failor and her staff for performing the audit.

B. Christmas Request. A letter from the 2017 Staff Holiday Party Committee was included in the Board packet announcing the date of the holiday party. The party, for both Boards and staff, will be held on Saturday, December 16, at the Quincy Senior and

Family Resource Center. Christopher Pratt stated that in past years the Board contributed to the party using money from the Donor Board Fund, but that fund is nearly expended. Last year Board Members personally contributed to offset the costs of the party. He asked that Trustees contribute \$20 each for the party. Board Members are asked to give the contributions to Kim Akers or Nancy Dolan no later than the November Board meeting.

C. Nancy Dolan reported that School Delivery Specialist Anna Luperall informed her that St. Dominic's School is interested in having a bank of hold lockers at their school. They are just in the initial research stage and asked for specifications for the lockers before pursuing the project further. She stated that St. Dominic's School may make a formal proposal to the Board, and she wanted the Board to be aware of the possibility. Charlie Jones suggested that the Library wait to see the traffic figures from the new school lockers before committing to any further locker projects at any other school. Ms. Dolan reminded the Board that the Library is storing a set of lockers to be installed at the new school on North 12th Street after construction is complete.

D. Nancy Dolan stated that she and Bobbi Mock have been discussing the issue of serving teachers who do not reside in the Library district but teach at Quincy schools. The Library no longer offers teacher cards, and teachers are now required to use their own personal library cards to check out materials for their classrooms. She is working on developing an intergovernmental agreement between the Library and Quincy Public Schools to offer free non-resident cards for teachers who live outside of the district in exchange for certain benefits such as the co-delivery service and official invitations to school events to promote library services and card sign-ups. She noted that she has contacted Joe Duesterhaus for his legal opinion of this agreement.

X. PUBLIC COMMENTS

The public in attendance had no comments.

Lynn Niewohner then moved to adjourn the regular session and move into Executive Session for the purpose of discussing collective negotiation matters or deliberations of salary schedules. Angela Kettelman seconded and the meeting was adjourned at 6:50 p.m. QPL Board Members and Nancy Dolan were invited to remain in the meeting.

There being no further discussion, Beth Young moved to adjourn the meeting. Pam Rein seconded and the meeting was adjourned at 6:57 p.m.

Respectfully submitted,
Kimberly Akers