

**Quincy Public Library
Board of Trustees Meeting
September 11, 2018
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:04 p.m. on Tuesday, September 11, 2018, with Pam Rein presiding. Trustees present: Beth Young, Kathy Citro, Angela Ketteman, Dwain Preston, Christopher Pratt, and Judy Crocker. Trustees absent: Lynn Niewohner and Tom Ernst. Others present: Michael Hall – TAB Representative, Ann Behrens, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Christopher Pratt moved to approve the agenda as presented. Angela Ketteman seconded and the motion carried.

II. APPROVAL OF MINUTES

Kathy Citro moved to approve the regular meeting minutes from the August 14, 2018, meeting as presented. Christopher Pratt seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner was absent. Vice President Pam Rein had no comments.

IV. RECOGNITION OF CORRESPONDENCE

Seven comments were received from the public comment box. Two of the comments complimented the Library on moving one of the self-checkout stations into the children's area. A thank you note from Wade Scheuermann was received thanking the Library for the bike he won as part of the summer reading program. A thank you note was received from the Back to School Help Fair was received thanking the Library for participating in the event. An email was received from Larry Mock thanking Library staff for allowing him to hold a family genealogy event in the meeting room. A thank you note was received from Isaiah thanking the Library for allowing him and his tutor to use one of the study rooms.

V. PUBLIC COMMENTS

There were no comments from the public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Angela Ketteman

Angela Ketteman reported that the balance in the Homebank Operating Fund as of August 31, 2018, was \$502,800.42. Total assets were \$502,890.42. Total liabilities were \$54,238.70.

B. Circulation and Event Statistics Report

Bobbi Mock reported that circulation by material and circulation by patron type figures fluctuated throughout the month. She noted that the July and August Outreach numbers

were skewed because Jennifer Burkett was off for maternity leave and checked out all of her materials in July. Ms. Mock stated that college numbers were down, but she expects them to go back up now that students have returned. The new lockers at Iles Elementary went online in August and have already seen some use. Use of the self-checkout station in the children's area increased compared to its previous location at the circulation desk. Staff have begun entering the e-cards for high school students resulting in the large increase in patron registrations. Katie Kraushaar reported use of the electronic resources continue to increase, noting the high use of Hoopla this month. She stated that Flipster is up for renewal, and staff will be evaluating magazine titles for the coming year. The Board asked if they had looked into raising the limits on monthly Hoopla checkouts. Ms. Mock stated that they would like to raise the limits from the current four per month, but cannot because of budgetary restrictions. Ms. Kraushaar stated that staff are going into schools to help raise awareness of library resources and databases. She reported that she and Ms. Mock continue to have problems accessing the software that tracks the door counter. The link was on Nancy Dolan's desktop, but it has not worked since Ms. Dolan left.

C. Library Report

Katie Kraushaar reported that everything is in place for the Big Read Kickoff at 4:00 p.m. on Thursday, September 13. She distributed a comprehensive list of Big Read activities and encouraged Board Members to attend the kickoff. Bobbi Mock reported that repairs to the HVAC were completed and the system seems to be working correctly. Water has been coming into the basement during heavy rains. To fix this problem, power will be turned off to the building the morning of September 18 to allow Mac's Electric to dig down to the foundation and correct the problem. They hope to have the problem fixed before the Library opens to the public, but will return the next morning if it is not completed. The Antiques Appraisal Fair was a success again this year; Mark Moran has been booked again for next year. Ms. Kraushaar reported that the Library was given three new desks by a local company. These desks were then moved into the Reference Office, which was rearranged. Ms. Mock reported that September is Library Card Sign-Up Month. Staff are encouraging card registrations in the community and distributing stickers to patrons to promote the effort. The Friends met on August 13 where they approved a donation to the Library to purchase a new power washer and three new book carts. They are also getting ready for their annual Fall Book Sale on October 4, 5, and 6. The Library hired Libby Campbell as the new part-time Reference Librarian and Debbie Broadwater as the new part-time Circulation Clerk replacing Ruel Mesa who is leaving for a new job. Before he left, Mr. Mesa welcomed a new daughter and Jennifer Burkett welcomed two new daughters.

Michael Hall reported that TAB members are excited to read the Big Read selection, *Station Eleven*, and expect more people at the teen book club because of the Big Read. TAB is encouraging member to bring their friends to the meetings to increase membership. TAB members are also being encouraged to volunteer at the Library to assist with events and fulfill their need for service hours. Teens will have an opportunity to participate in the Cosmic Comic Workshop on September 29 to learn how to draw

comics. Mr. Hall completed his report by stating that TAB members will be at Quincy Senior High School on Thursday to promote teen events at the Library and the Big Read. Ms. Kraushaar noted that she was at Quincy Notre Dame High School the previous week to promote TAB and teen events.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List for the month ending August 31, 2018, in the amount of \$54,742.91. She stated that there were large invoices for materials, periodicals, and the monthly payment for Hoopla. She also noted the water bill, which increased nearly \$400 from last quarter. There being no further discussion, Dwain Preston moved to approve the Expenditure Approval List in the amount of \$54,742.91 as presented. Christopher Pratt seconded and the motion carried.

B. Finance – Angela Ketteman: Angela Ketteman reported that the Finance Committee did not meet.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building and Grounds Committee did not meet. She stated she has received a bid from Keck for the HVAC maintenance agreement and expects one from Peters in the next day or so. She also reported that the Library experienced water leaking into the building around the windows after a recent rain. Adams County Glass looked at the windows and said the caulking around the window sill plates needs to be replaced. They will prepare an estimate for the repairs. Ms. Citro stated that Building and Grounds will need to meet to discuss the maintenance agreements and the window repairs.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee has met several times since the August Board meeting to discuss the search for an Executive Director. She will report on their progress during the Executive Session.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee did not meet. Bobbi Mock stated that the Illinois state law was recently amended to provide library cards for those who lease property but do not live in the library district. The Library already offers cards for non-resident property owners and renters, but the policy needed to be revised to reflect the change in state law. The phrase “or leased” was added to the first item in the Issuance of Library Cards to Non-Resident Property Owners Policy. Ms. Mock noted that this is not a family card, and is only issued in one name. There being no further discussion, Judy Crocker moved to approve the policy as revised. Beth Young seconded and the motion carried.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Tracy Family Foundation Strategic Planning Workshops. Bobbi Mock

reported that she and Katie Kraushaar attended the first strategic planning workshop provided through a grant from the Tracy Family Foundation. As part of that workshop, she sent an email to all Board Members, library staff, volunteers, and support organizations asking that they complete a brief survey. She stated that with the exception of answering a question about your position at the Library, the surveys are anonymous. The workshops will be held every Friday afternoon in September at the Library from 1:00 to 3:30 p.m. and possibly a few dates in October. Ms. Mock noted that Beth Young was supposed to be the Board representative for the workshop, but is unable to attend. Dwain Preston offered to take her place.

B. Update on Digital Newspaper Archive Grant. Katie Kraushaar reported that the Library received the contract for the grant from the Illinois State Library, which was signed and returned. She expects the grant check to arrive in the next few weeks. Microfilm copies of the newspapers have been ordered from both the Abraham Lincoln Presidential Library and Proquest. Once received, they will be sent to Olive Software to be digitized. Ms. Kraushaar stated that this grant will allow the Library to digitize 44 years of newspapers bringing the archive up to 1970. She noted that press releases will be sent out announcing the grant once the Big Read is over.

IX. NEW BUSINESS

A. Bobbi Mock stated that since the ADA self-checkout was moved from the circulation desk to the children's area, it has seen increased usage. However, that self-checkout station was a sit-down station used by those who are in wheelchairs or have trouble standing for any length of time. Ms. Mock stated that she chose that station to move because it was portable and able to be moved where there was sufficient wiring. Moving one of the other stand-up stations would have required additional wiring be ran in the children's area. She requested an estimate from Bibliotheca to purchase an additional self-checkout station. The new station would cost approximately \$7,500, and has increased capabilities such as the ability to integrate with the Library's room reservation software and other services.

X. PUBLIC COMMENTS

There were no public in attendance.

Beth Young moved to adjourn into Executive Session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Christopher Pratt seconded and the meeting was adjourned at 6:47 p.m. QPL Board members and Ann Behrens were invited to remain. Kathy Citro moved to adjourn from closed session at 7:50 p.m. Beth Young seconded and the regular session meeting reconvened.

There being no further discussion, Dwain Preston moved to adjourn the regular session at 7:51 p.m. Beth Young seconded and the motion carried.

Respectfully submitted,
Kimberly Akers