

**Quincy Public Library
Board of Trustees Meeting
September 12, 2017
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, September 12, 2017, with Christopher Pratt presiding. Trustees present: Pam Rein, Judy Crocker, Lynn Niewohner, Angela Ketteman, and Beth Young. Trustees absent: Kathy Citro, Tom Ernst, and Dwain Preston. Others present: Nancy Dolan, Kim Akers, Ron Upper – TQ Liaison, 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

Lynn Niewohner moved to approve the minutes from the August 8, 2017, regular meeting as presented. Beth Young seconded and the motion carried. Ms. Young complimented Kim Akers on how she writes the minutes and keeps the Board organized.

III. PRESIDENT’S COMMENTS

President Christopher Pratt welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Three comments from the public comment box were presented to the Board. Mary Beth Gapinski sent an email thanking the Circulation Staff for mailing back a bookmark that was found in a book she returned. TQ Board Member Susan East emailed the Library to thank Jeraca Fite for her help locating information. A handout from the grant awards ceremony hosted by the Community Foundation was included. Nancy Dolan reported that the Library received a \$1,600 grant for the Little Read. A thank you note from First Baptist Church was received thanking the Library for participating in the Back to School Fair. A thank you note from Martha Disseler was received thanking the Library for the summer reading basket she won and for presenting the Antiques Fair. Camp Kroc sent a note and the YMCA sent a note and a photo of the kids thanking the Library for the presenting the Friday summer reading programs.

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 August 31, 2017, was \$614,500.42. Total assets were \$614,590.42. Total liabilities were \$52,115.84.

B. Circulation and Event Statistics Report

Nancy Dolan reported that the overall material circulation figures were down slightly from last fiscal year, but since figures are being recorded differently because of the move to RSA, she thinks the decrease is negligible. She further noted that we are not duplicating checkouts in school delivery and interlibrary loan anymore, which also contributed to the decrease. Only 37 items were checked out from the kiosk in August; Ms. Dolan stated that it had issues and worked periodically throughout the month. Bobbi Mock continues to monitor the situation. Patron registrations were strong and card renewals were good during the month. Ms. Dolan stated that Ms. Mock changed the wording on the interlibrary loan section to better reflect what the numbers mean. She noted that the ILL incoming and outgoing requests have decreased significantly because of RSA. Chris Pratt asked if it was possible to determine how many RSA requests QPL is filling as compared with other libraries. Ms. Dolan will ask Ms. Mock if she can track that figure. An average of 515 daily visitors came to the Library in August. Program attendance numbers were significantly higher than last August mainly due to an increase in the number of children's programs presented. The annual comparison of summer reading participation numbers from 2011 to 2017 was included in the report. Children and adult numbers increased while teen figures decreased. Overall participation increased slightly from last year.

C. Library Report—Nancy Dolan

Nancy Dolan reported that Keck had to replace two compressors in the building only one of which was still under warranty. Approximately 200 patrons enjoyed the end of summer reading party on August 4 in Washington Park. The new book drop box was installed in the parking lot at HyVee on Harrison. However, the book chute is much higher than the previous one and the concrete pad needed to be larger to accommodate the larger box. HyVee has agreed that the Library can turn the drop box around so it is lower, eliminating the use of two parking spaces if the Library pays for the repainting of those spaces. Ms. Dolan is working on these changes and expects them to be completed in the near future. Staff members have been attending Family Read Nights and school curriculum nights to sign up new patrons and promote the school delivery service. The Friends will hold their annual Fall Book Sale on October 5 – 7 in the large meeting room. The Library saw another large staff turnover with the resignation of three part-time employees. Three new people have been hired and one staff member transferred into a new position. Ms. Dolan also reported that she hired Bill Waters to replace Judy Decker as the new Children's Librarian.

Michael Hall reported that teens are reading *The Magician's Nephew* this month in book club. Several TAB members attended Quincy Senior High School's freshman orientation to promote TAB, and received many positive reactions. Teens will be attending the Big Read Kickoff on September 14 to help where needed. As part of the Big Read, teens will learn how to cook over an open fire on September 23 and enjoy a hayride and bonfire on October 6 at Mill Creek Farm. Mr. Hall noted that attendance at Wii Wednesdays has decreased a little, but he attributes that to the start of school.

VII. COMMITTEE REPORTS:

- A. Audit – Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending August 31, 2017. Ms. Niewohner stated that there was the large invoice from Keck for replacement of the two compressors and several invoices relating to the Big Read. There being no further questions, Lynn Niewohner moved to approve the Expenditure Approval Report ending August 31, 2017, in the amount of \$51,991.68 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. Chris Pratt stated that there have been some scheduling issues with the mediation, and the next meeting is scheduled for Tuesday, October 10. He noted that the Library will continue to operate under the current Labor Agreement until a new one can be agreed upon. He noted that the Union and Board did discuss making the new contract retroactive once it is signed, but that proposal was declined.
- G. Ad Hoc – Advocacy.** Chris Pratt stated that the Ad Hoc-Advocacy Committee did not meet. He reported that he will be following up with WGEM, which contacted the Library after it was made known at the City budget hearings that the Library has been operating in the red for several years. They offered to help raise awareness of the Library, but he hasn't heard anything from them since their first meeting.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

- A. Review of *Trustee Facts File Chapter 1-5 for Per Capita Grant Application.*** Nancy Dolan reported that as part of this year's Per Capita Grant Application, trustees are required to review Chapters 1-5 of the *Trustee Facts File*. Both trustees and staff are also required to complete one online educational opportunity that focuses on safety in the Library. She stated that RAILS has several webinars available for this purpose. She asked the Board if they would like to review these chapters and watch the webinar at a meeting or if they would like to do these on their own time. Chris Pratt stated that he thinks Board Members can be trusted to view the webinar and review the chapters on

their own and report completion of these tasks to Ms. Dolan or at a meeting. Ms. Dolan stated that the application is due by the end of January 2018, and asked that Board Members complete their tasks no later than December or early January. She distributed print copies of *Trustee Facts File*, and will email links to the online copy of the book and the webinars.

X. PUBLIC COMMENTS

The public in attendance had no comments.

There being no further discussion, Pam Rein moved to adjourn the meeting. Angela Kettelman seconded and the meeting was adjourned at 6:35 p.m.

Respectfully submitted,
Kimberly Akers