

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
DECEMBER 12, 2017  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Tuesday, December 12, 2017, with Charlie Jones presiding. The meeting was called to order at 5:34 p.m. **Trustees Present:** Ron Upper, Janice Riley, and Jennifer Harvey. **Trustees Absent:** Susan East, Malinda Vogel, and Fred Witte. **Others Present:** Nancy Dolan, Kim Akers, Bobbi Mock, Katie Kraushaar, and Angela Ketteman – QPL Liaison.

**I. APPROVAL OF AGENDA**

Janice Riley moved to approve the agenda as presented. Ron Upper seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Ron Upper moved that the minutes from the November 16, 2017, meeting be approved as presented. Janice Riley seconded and the motion carried.

**III. PUBLIC COMMENTS**

There were no public in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

Deirdre Brennan, Executive Director of the Reaching Across Illinois Library System, was welcomed to the meeting.

**V. DISTRICT REPORTS**

**A. Circulation & Event Statistics Report:** Nancy Dolan reported that both circulation by material and circulation by patron type numbers were up over last November. Use of the kiosk and hold lockers were steady. The lockers at Lincoln-Douglas School are now online with 15 users during the month. Charlie Jones asked how use of the kiosk compares with other libraries offering kiosk services. Ms. Dolan replied that when the kiosk was purchased, she was not expecting overwhelming numbers but believes the Library's kiosk is seeing an average amount of use. Overall new patron registrations were up and renewals increased. Circulation staff have started sending email and postal mail reminders to patrons whose cards are about to expire with very positive results. Use of Hoopla and Flipster were both up, thanks to increased marketing; use of ADML was exactly the same as November of 2016. The historic newspaper archive also saw increased usage, as did several databases. The total number of visitors to the Library in November was down with a daily average of 359. Program attendance was down; the teen program was canceled due to inclement weather.

**B. Library Report:** Nancy Dolan reported that one of the Library's vehicles was involved in an accident right after Thanksgiving. The staff member who was driving the vehicle was unhurt, and the other driver was at fault. The van is currently at the body shop being repaired. Ron Upper asked if the Library was using a rental vehicle. Kim Akers replied that the other driver's insurance representative said they could provide a rental vehicle, but they preferred to

only have one driver of the rental vehicle and the Library has multiple drivers. It was also noted that the rental is typically a small car and not a larger SUV or van needed for library deliveries. Mr. Upper asked Ms. Dolan to contact Fred Witte to see if that was a typical response for an insurance provider and if he could advise the Library on how to proceed. Mr. Upper also recommended checking with the Library's insurance provider (through the City of Quincy) to see if they might offer rental coverage. The Library displayed books written by local and area authors throughout the month of November, and hosted a local author roundtable on December 9. The event featured three area authors who discussed their individual writing process, answered questions from the audience, and sold and autographed books for the attendees. Two new databases were introduced – Global Road Warrior provides information about culture, customs, and history for 175 countries and LingoLITE helps patrons learn a foreign language using images and videos. The Library is offering children the opportunity to read off their fines. Children who read in the Library while supervised may read off their fines at a rate of \$1 forgiven for every 15 minutes of reading; only fines and not lost item charges will be forgiven. The hope is that children who have previously not been able to check out items because of charges on their card will actively participate in reading down their fines so they can once again use the Library.

## **VI. TQ COMMITTEE REPORTS**

- A. Finance:** Ron Upper reported the balance in the Homebank checking account as of November 30, 2017, was \$451,304.17. Two checks were presented for payment – the sixth contractual payment in the amount of \$26,095.60 and a payment to Schmiedeskamp, Robertson, Neu and Mitchell in the amount of \$1,310.76. There being no discussion, Ron Upper moved to approve the two checks totaling \$27,406.36 as presented. Janice Riley seconded and the motion carried.
- B. Policy and Services:** Susan East was absent. Policy and Services did not meet.
- C. Public Relations/Advocacy:** Jennifer Harvey reported that Public Relations/Advocacy did not meet.
- D. Friends of the Library:** Nancy Dolan reported that the Friends held their annual holiday luncheon on December 11 with approximately 45 Friends attending.

## **VII. QPL COMMITTEE REPORTS**

- A. Finance:** Ron Upper reported that the QPL Finance Committee did not meet.
- B. Policy:** Janice Riley reported that the QPL Policy Committee did not meet.
- C. Personnel:** Malinda Vogel was absent. The QPL Personnel Committee did not meet.
- D. Building & Grounds:** Charlie Jones reported that the QPL Building and Grounds Committee did not meet.

## **VIII. UNFINISHED BUSINESS**

**A. Review of *Trustee Facts File Chapters 1 – 5*.** Everyone in attendance reported that they have completed the requirements. Nancy Dolan will check with those absent and see if they have read the chapters and watched the video.

## **IX. NEW BUSINESS**

**A. Strategic Planning.** TQ Board Members were encouraged to remain for the QPL Board meeting to participate in a discussion about the development of a new strategic plan for the Library.

**B.** Ron Upper asked if the table arrangement for the TQ Board meeting could be moved closer to the screen and closer together for better viewing of the screen and hearing the discussions.

There being no further discussion, Janice Riley moved to adjourn the meeting. Jennifer Harvey seconded and the meeting adjourned at 5:53 p.m.

Respectfully submitted,  
Kimberly Akers