

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

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, October 12, 2017, with Charlie Jones presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Ron Upper, Janice Riley, Malinda Vogel, Fred Witte, Jennifer Harvey, and Susan East. **Others Present:** Nancy Dolan, Kim Akers, Bobbi Mock, Angela Ketteman – QPL Liaison, and William McCleery – TQ Attorney.

I. APPROVAL OF AGENDA

Fred Witte moved to revise the agenda and move the Audit Report to the beginning of the meeting. Malinda Vogel seconded and the motion carried.

II. APPROVAL OF MINUTES

Janice Riley moved that the minutes from the September 14, 2017, regular meeting be approved as presented. Susan East seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

Nancy Dolan distributed a poster showcasing Summer Reading events that was sent to donors and sponsors.

V. DISTRICT REPORTS

A. Circulation & Event Statistics Report: Nancy Dolan reported that the circulation figures were very good as compared to last year. She noted that the numbers were lower than last year, but are more accurate. Use of the kiosk was significantly higher in September because an issue with the default time-out for the Internet connection was corrected. The Library saw 203 new registrations and 149 renewals thanks to staff attending a variety of school and community events to promote library card sign-ups. Ms. Dolan noted that the interlibrary loan statistics show the Library is not borrowing as many items through ILL-OCLC because the items are available through RSA libraries. A daily average of 403 people visited the Library in September. This number did not include the attendees at a number of off-site events that were held during the month including the Big Read Kickoff. Overall attendance at Big Read and regular programs nearly doubled over last fiscal year.

B. Library Report: Nancy Dolan reported that the new lockers at Lincoln-Douglas School and County Market on 48th have been installed, but are not functional at this time. The Quincy Public School Maintenance Staff installed the school lockers and need to complete the connection before they are ready. The school also received the old book drop from Hy-Vee on Harrison, but noticed it was scratched and beginning to rust. They requested that the Library pay for the book drop to be repainted. The book drop will be repainted with the new Library logo using a weatherproof finish. The Library is experiencing near constant problems with the HVAC

system. Susan East asked if there were any recourse as far as warranties or paying for these repairs. Ms. Dolan stated that everything except for the new parts are out of warranty, and there is nothing the Library can do. The QPL Board has not discussed pursuing legal action at this time. The Big Read kicked off on September 14 at Moorman Park. A number of Big Read events for all age levels, including a Skype with author Ron Carlson, have occurred through the end of September and beginning of October. Teens participated in several Big Read events such as an outdoor cooking demonstration, hay ride at Mill Creek Farm, and volunteering at the Big Read Kickoff. The Great River Genealogical Society held a very successful family genealogy workshop on September 30. They expect to hold a similar event next October as part of Family History Month. Several staff members attended workshops on serving patrons with Alzheimer's and autism. They will share their findings with other staff members in the coming weeks.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Upper reported the balance in the Homebank checking account as of September 29, 2017, was \$419,909.96. The balance of the CD was \$119,469.05. Three checks were presented for payment – the fourth contractual payment in the amount of \$26,095.60, a payment to LEID for the final payment for the lockers, and an invoice from Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$738.39. There being no discussion, Janice Riley moved to approve the three checks totaling \$44,278.99 as presented. Malinda Vogel seconded and the motion carried. Nancy Dolan informed the Board that it will cost \$350 to repaint the old book drop for the Lincoln-Douglas School, and she would like to place decals on the locker bank at the school and the add-on lockers at County Market at a cost of \$142.55. Ms. Dolan asked that TQ pay for these two expenses as they are part of the extended service project. Fred Witte moved that TQ pay for the finish on the book drop and the decals at a total cost of \$492.55. Jennifer Harvey seconded and the motion carried. Ms. Dolan stated that she will present the invoices for payment in November.

B. Policy and Services: Susan East reported that 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 Fall Book Sale on October 5, 6, and 7, 2017, where they earned nearly \$2,400. Since 1999, the Friends have donated nearly \$220,000 for a variety of Library projects.

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, but a meeting has been scheduled for Monday, October 23, 2017, at 10:00 a.m. at the Library.

C. Personnel: Malinda Vogel reported that 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. Several Board Members reported having reviewed the chapters, but not the video. Trustees were asked to review the chapters and watch the video on safety, and report completion at the November Board meeting.

IX. NEW BUSINESS

A. FY16/17 Audit Report – Wade Stables. Anita Failor, a partner with Wade Stables, presented the TQ audit for FY16/17. She noted that this was an unmodified audit with no issues to report. Ms. Failor stated that because TQ has no employees or property, their audit is a very simple and straightforward process. The audit shows \$154,882 in unearned property taxes, which was collected after August 31 but recorded as a full accrual. She noted that the net position decreased by \$26,931, but that is partially because a check in the amount of \$20,978 was written in June (FY16/17) was not cashed until July (FY17/18) and was not included in the new budget. There being no further questions, Ms. Failor was thanked for her preparation and presentation of the audit.

B. Discussion of Levy Ordinance #FY17/18-2. Ron Upper distributed a report outlining the budget and levy process for the TQ Board created by the TQ Finance Committee. He explained the timetable for preparing a budget and publishing and adopting the ordinances, as well as who is involved in the preparations. The report also explains the tax levies, the maximum levy that can be assessed, and what happens if the Board chooses to assess more than 105% of the taxes for the previous year. In answer to a question, Bill McCleery stated that the tax assessor goes by the dollar amount expected to be received by TQ and not the actual tax levy to avoid accidentally going over the 105%. The tax rate fluctuates with the amount requested by public entities and property tax assessments. Mr. Upper stated that the Board will hold a public hearing on the Levy Ordinance and adopt it at the November 16, 2017, meeting.

C. Christmas Request. A letter from the 2017 Staff Holiday Committee was received inviting the TQ Board to a party on Saturday, December 16, 2017, at the Quincy Senior and Family Resource Center at 6:00 p.m. The committee requested a donation of \$500 from TQ to offset the cost of the party. There being no discussion, Ron Upper moved to approve a donation of \$500 for the 2017 Holiday Party. Malinda Vogel seconded and the motion carried. Party Chair Bobbi Mock thanked the Board and stated that invitations will be distributed at the November meeting.

Nancy Dolan distributed brochures and flyers promoting library card sign-up and services offered at QPL for distribution by the Board in the TQ District. Malinda Vogel suggested listing the townships in the TQ District. Ms. Dolan will pass this information along to Ruth Cuthbertson to revise the brochures and flyers.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Fred Witte seconded and the meeting adjourned at 6:15 p.m.

Respectfully submitted,
Kimberly Akers