

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 11, 2018
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, January 11, 2018, 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, and Jennifer Harvey. **Trustees Absent:** Susan East. **Others Present:** Nancy Dolan, Kim Akers, Bobbi Mock, Bill McCleery – TQ Attorney, and Judy Crocker – QPL Liaison.

I. APPROVAL OF AGENDA

Janice Riley moved to approve the agenda as presented. Fred Witte seconded and the motion carried.

II. APPROVAL OF MINUTES

Ron Upper moved that the minutes from the December 12, 2017, meeting be approved as presented. Janice Riley seconded and the motion carried.

III. PUBLIC COMMENTS

Children's Librarian Bill Waters was introduced to the Board.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

Notes from the staff and Nancy Dolan were received thanking the TQ Board for their contributions to the annual Christmas party and their gifts to the staff. A notice of proposed annexation was received for the property at 1628 Hamann Lane. A letter from Secretary of State Jesse White was received providing a reading list for the State of Illinois' bicentennial celebration.

V. DISTRICT REPORTS

A. Circulation & Event Statistics Report: Nancy Dolan reported that circulation numbers are up over December of 2016, but still slightly down from year to date figures for FY16/17. Use of the self-checkout terminals was down because the software and hardware were being updated periodically during the month. One terminal is still waiting on new hardware. New patron registrations and renewals were nearly double from last year at this time. No usage figures were available for ADML because of reporting problems since they changed their sign-in procedures. Use of Hoopla and Flipster were up in December. Two new databases were added in December and are well-received by patrons. Average daily visitors for December were 332, which is down again this month. Ms. Dolan believes this is because more patrons are using the kiosk, lockers, and online services instead of coming into the Library.

B. Library Report: Nancy Dolan reported that after having received over \$12,000 of bills from Keck in December and still having almost daily problems with the HVAC, she contacted Poepping, Stone, Bach, and Associates, who were the original architects and engineers on the Library's 2009 renovation project. She met with Pat Poepping and other PSBA engineers to discuss the problems with the HVAC. PSBA agreed to review all of the invoices, maintenance

agreements, and warranties from Keck from system installation to the present. After their review, they will write a letter to Waterkotte Construction, the general contractors for the project, and copy the letter to Keck and Daikin, the system's manufacturer. Ms. Dolan stated that PSBA hopes that Keck and Daikin will work with the Library to make the system function better and possibly reimburse the Library for some of the repair expenses. Long-time employee Vicki Boden retired from the Library after 34 years of delivering materials to homebound and outreach patrons. Adult Programmer Jennifer Burkett has been promoted into Ms. Boden's position.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Upper reported the balance in the Homebank checking account as of December 29, 2017, was \$422,206.90. The balance of the CD, also at Homebank, was \$120,023.12. One check was presented for payment; the seventh contractual payment in the amount of \$26,095.60. There being no discussion, Malinda Vogel moved to approve the check as presented. Fred Witte 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 where they voted to keep the same officers. Their January 8 meeting was canceled due to weather.

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 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. Strategic Planning. A copy of the notes from the December 12 initial strategic planning session with RAILS Executive Director Dee Brennan was included in the Board packet. Nancy Dolan stated she compiled the results from both that discussion and the session with staff on December 13, then eliminated duplicate responses. She stated that after the labor agreement negotiations are settled, she will be organizing a small committee made up of staff and Board to work on the strategic plan. The group will arrange focus groups and develop surveys to help formulate the plan. Charlie Jones asked if anyone would like to serve on that committee, please let him or Ms. Dolan know.

B. Per Capita Grant Application. Nancy Dolan stated that she completed and submitted the Per Capita Grant application, a copy of which is included in the Board packet. She noted that TQ still has not received the FY16/17 payment.

C. Ron Upper asked if the Library decided to use a rental vehicle while the van was being repaired. Nancy Dolan replied that the rental company required a single user and as several staff use the vehicle to pick up book drops and deliver items, it wasn't feasible to rent a vehicle. The staff have adapted their schedules and are using a combination of the remaining van, the Library truck, and their personal vehicles. Repairs to the van are expected to be completed soon.

IX. NEW BUSINESS

A. FY2017 Annual Financial Report. A copy of the completed TQ Annual Financial Report was included in the Board packet. Nancy Dolan reported that Ann Scott compiles this report which provides a list of TQ's income and expenses for the year to the State of Illinois.

B. Nancy Dolan reported that at their January meeting, the QPL Board adopted a draft budget for FY18/19 that includes an increase from the City, but she expects the City will ask for at least a 2% reduction in the budget. If that is the case, the Library is looking at having to cut staff and hours to reduce the budget. To that end, Ms. Dolan asked the TQ Board to consider raising their contractual payment to the Library to help offset budget cuts. She noted that per capita, QPL patrons pay approximately \$45 for library services while TQ patrons pay approximately \$23 per capita. She noted these figures are based on population eligible for library cards and not actual patrons. It was noted that TQ last revised the contract with QPL in 2007 at which time it was decided to increase the contractual payments to QPL 3% yearly rather than revise the contract each year. Bill McCleery stated that TQ has room in its existing budget to increase the payments without increasing taxes, but this issue should be discussed by the TQ Finance Committee. Charlie Jones asked the Finance Committee to meet and discuss the request. Ron Upper asked Kim Akers to research the last contract revision and provide information to him before the Finance Committee meets. Mr. McCleery stated that it is possible for TQ to increase the payments immediately, but the budget would need to be adjusted. Ms. Dolan stated that the increase could wait until the beginning of TQ's new fiscal year. Malinda Vogel asked if the Library still has an ongoing wish list of items to be funded. Ms. Dolan stated that she has not updated that list, but will after negotiations are completed.

C. Ron Upper stated that TQ traditionally does not hold a February meeting as there is usually not any business needing to be conducted. He did state that the Finance Committee would meet whether there was a full Board meeting or not. There being no further discussion, Fred Witte moved to cancel the February TQ Board meeting unless it becomes necessary to meet and authorize payment #8 of 10 to the Library. Malinda Vogel seconded and the motion carried.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Ron Upper seconded and the meeting adjourned at 5:55 p.m.

Respectfully submitted,
Kimberly Akers