

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 14, 2018
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, June 14, 2018, with Charlie Jones presiding. The meeting was called to order at 5:31 p.m. **Trustees Present:** Ron Upper, Malinda Vogel, Fred Witte, Janice Riley, and Jennifer Harvey. **Trustees Absent:** Susan East. **Others Present:** Nancy Dolan, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Fred Witte moved to approve the agenda as presented. Malinda Vogel seconded and the motion carried.

II. APPROVAL OF MINUTES

Fred Witte moved that the minutes from the annual meeting held on May 21, 2018, be approved as presented. Jennifer Harvey seconded and the motion carried. Fred Witte moved that the minutes from the regular meeting held on May 21, 2018, be approved as presented. Jennifer Harvey seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

No correspondence was presented. There were no guests in attendance.

V. DISTRICT REPORTS

A. Circulation & Event Statistics Report: Bobbi Mock reported that the circulation by material figures were slightly less than last fiscal year, while the circulation by patron type figures were slightly higher. Usage figures for the Lincoln-Douglas lockers were not available at the end of May, but the problem has been resolved and usage numbers will be reported at the July meeting. Patron renewals were up from last fiscal year. Ms. Mock noted that the circulation staff are nearly done with the major purge of expired patron cards. Katie Kraushaar reported that use of ADML has dropped somewhat, but that is being attributed to patrons using other electronic resources for e-books and audiobooks such as E-Read Illinois and Hoopla. Use of Hoopla and Flipster continues to increase. Tumblebooks was canceled in May due to decreasing use. Database use continues to fluctuate. The Library has canceled some databases that saw very little use and replaced them with new databases such as Global Road Warrior and LingoLITE. The door counter broke sometime in May; it has been replaced. Nancy Dolan estimated traffic figures the same as last year. The Library hosted several tours and did presentations for three different organizations in May.

B. Library Report: Nancy Dolan reported that the summer reading kickoff was held on June 2 with an estimated 750 people attending. The weather did not cooperate and the event was held indoors, but everyone had a great time regardless. Teens were kept busy in May promoting

teen summer activities and the teen summer reading program to students at Junior High and Senior High Schools. They enjoyed a Teen Iron Chef competition, an art corner, the book discussion, the summer teen movies, and Wii Wednesdays throughout the month. First grade students at Washington School were treated to a virtual field trip when two of their teachers and Katie Kraushaar, Bill Waters, and Anna Luparell Skyped a tour of the Library on May 9. Bobbi Mock has been appointed to the RSA Board where she will have input into future developments and discussions about the consortium. Ms. Dolan stated that the QPL Board voted to approve a two-week grace period for overdue materials throughout the summer to encourage reading and make it easier for patrons to check out materials without fines. Reference Librarian LeAnne Balzer has been awarded the position of Collection Development Librarian and will begin her duties on June 18. The Library currently has a part-time Adult Event Specialist position, a part-time Reference Librarian position, and a part-time Maintenance/Custodian position open. Measha Ferguson Smith has been hired to facilitate storytimes at neighborhood centers as part of the “Reach Out for Reading” grant from the Tracy Family Foundation.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Upper reported that as of May 31, 2018, the checking account at Homebank had a balance of \$319,036.53. Two new CDs were opened at Mercantile Bank and Homebank. Both are 12-month CDs, will be earning 1.6% interest, and were opened with \$60,000 each. Mr. Upper stated that it is possible to open another 12-month CD using excess funds from the checking account. Nancy Dolan stated that as much as \$120,000 could be transferred from the checking account into a CD earning more interest. Fred Witte stated that if the Board invests \$120,000 in a 12-month CD at the 1.6% rate, it would earn approximately \$1,200 in interest. There being no further discussion, Malinda Vogel moved to invest \$120,000 in a 12-month CD. Janice Riley seconded and the motion carried. Ms. Dolan also noted that the end balance on the Homebank statement included in the Board packet was incorrect. At the time of printing, the statement still included the \$60,000 transferred into a CD even though the CD was opened on May 22. Ms. Dolan contacted the bank and the error was corrected.

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 summer luncheon on June 11 where they voted to donate \$6,000 for the Big Read. A copy of the latest Friends newsletter was distributed to the Board. It was noted that the Friends have earned more than \$1,300 in Amazon online sales this year, and that the Friends earned approximately \$45 from people purchasing items through the Friends’ Amazon Smile account.

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. Bobbi Mock reported that she purchased a new book drop for the Iles Elementary School at a cost of approximately \$3,500. The book drop should arrive in a few weeks.

IX. NEW BUSINESS

A. Approval of Prevailing Wage Resolution. A copy of the prevailing wage resolution was included in the Board packet. There being no discussion, Ron Upper moved to approve the resolution as presented. Malinda Vogel seconded and the motion carried.

B. Charlie Jones reported that Susan East has tendered her resignation from the Board citing increased absences from meeting because of her job. The TQ Bylaws state that the Board may appoint someone to serve until the next election at which time the person would run for the remainder of the unexpired term. Ms. East's term expires in 2023. Board Members were encouraged to suggest possible residents of the District to serve on the Board.

There being no further discussion, Ron Upper moved to adjourn the meeting. Malinda Vogel seconded and the meeting adjourned at 5:59 p.m.

Respectfully submitted,
Kimberly Akers