

**Quincy Public Library
Board of Trustees Meeting
February 12, 2013
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, February 12, 2013, with Jeff VanCamp presiding. Trustees present: Christopher Pratt, Steve Duesterhaus, Angela Ketteman, Jeanetta Green, Lynn Niewohner, Jody Steinke, and Judy Crocker. Trustees absent: Scott Larson. Others present: Nancy Dolan, Kim Akers, Abby Freier – TAB Representative, and Malinda Vogel – TQ Liaison.

I. APPROVAL OF AGENDA:

Christopher Pratt moved to approve the agenda as presented. Angela Ketteman seconded and the motion carried.

II. APPROVAL OF MINUTES:

Judy Crocker moved to approve the minutes from the January 8, 2013, meeting as presented. Steve Duesterhaus seconded. Nancy Dolan stated that some of the figures noted in Item VII Committee Reports B. Finance were incorrect. The IMRF budget line was increased to 13.5% not by 13.5%. Also, the unemployment figures were not decreased as per City estimates; they just decreased because the Library has not had any recent claims. Steve Duesterhaus moved that the minutes from the January 8, 2013, meeting be approved as revised. Jody Steinke seconded and the motion carried.

III. PRESIDENT'S COMMENTS:

President Jeff VanCamp congratulated Nancy Dolan on her acceptance to the Innovative Librarians Explore, Apply and Discover (ILEAD USA) program. Ms. Dolan stated that the program has expanded from just Illinois to a nationwide program. Her group will be working on designing a framework for libraries to bring together unemployed people and small businesses looking for qualified staff. The program requires each group to meet for three, three-day sessions throughout the year.

IV. RECOGNITION OF CORRESPONDENCE:

Several cards, letters and emails were received this month. The Board expressed their condolences to Nancy Dolan on the loss of her mother.

V. PUBLIC COMMENTS:

There were no comments from the public.

VI. LIBRARY REPORTS:

A. Financial Report–Christopher Pratt/Nancy Dolan

The balance in the Bank of Quincy Operating Fund as of January 31, 2013, was \$698,789.31. The balance in the Investment Account was \$31,828.52. The total assets are \$721,588.25.

B. Circulation and Event Statistics Report

Nancy Dolan reported that overall circulation figures are up, and the number of library card holders remains good. She noted that interlibrary loan requests from outside libraries is down slightly, but requests filled for outside libraries are up significantly. She is unsure of the reason for this inconsistency. Ms. Dolan stated that use of the Alliance Digital Media Library continues to grow, as does use of several databases including the new Mango language database. The door count for the month was 15,294, or 510 people per day. Ms. Dolan stated that she believes this count is mostly accurate, but probably does include people who move close to the door counter without going through the entrance. Jeff VanCamp asked if the number of programs presented for the previous fiscal year can be included in the report so that Board Members can compare the statistics for the number of programs presented as well as the attendance numbers for this year and last year. It will be added to the February report.

C. Library Report—Nancy Dolan

Nancy Dolan reported that the Library has started offering a special “no school showtime” or “no school activity” for days when school is not in session. These proved very popular in January. The new “Do...at Your Library” programs were very well received, especially the therapy dog program. All of the reading spots were filled for January, and are rapidly filling up for February. She noted that Natascha Will visited the Baldwin School campus and spoke to over 1,500 4th through 6th graders about what the Library has to offer. The mural on the east wall of the children’s area is nearly complete. The Library received an Art\$ Dollar\$ grant in the amount of \$350 to partially fund the remaining artwork in the puppet room. Abby Freier reported that the Teen Advisory Board will hold their Valentine’s Day program on February 13. She noted that she had to run the January TAB meeting, with some help from Ms. Dolan, because Deborah Riddell was called away when her husband became seriously ill. She also reported that the first “Teens Do it Yourself (TDIY)” program was well attended, and the Wii Wednesdays continue to be popular but noted that she has not been able to attend either program.

VII. COMMITTEE REPORTS:

A. Audit – Christopher Pratt: The Audit Report for the month ending January 31, 2013, was included in the Board packet. There being no discussion, Christopher Pratt moved that the Audit Report for the month ending January 31, 2013, in the amount of \$42,341.31 be approved as presented. Lynn Niewohner seconded and the motion carried.

B. Finance – Christopher Pratt: Christopher Pratt reported that the Finance Committee met on January 8, 2013, just prior to the Board meeting. The minutes from that meeting were included in the Board packet. Nancy Dolan stated that because of the loss of PPRT funds and other contributing factors, she asked Mr. Pratt and Jeff VanCamp to revise the FY2013/2014 budget decreasing the Cash On Hand amount in the revenue side to \$540,000 and reducing the Branch Development line on the expense side by \$60,000. There being no further discussion, Christopher Pratt moved to approve the second revision of the draft FY2013/2014 budget as presented. Angela Kettelman seconded and the motion carried. This is the budget that was submitted to the City, the

deadline for which was before the scheduled Board meeting.

C. Building & Grounds – Jody Steinke: Jody Steinke reported that the Building and Grounds Committee did not meet.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee did not meet. However, she stated that a meeting needs to be scheduled.

E. Policy – Lynn Niewohner: Lynn Niewohner reported that the Policy Committee did not meet. Ms. Niewohner stated that there seems to be some confusion about interpreting the Library's Confidentiality Policy and what information may be given out about patrons to the police. A copy of the Library's Confidentiality Policy was included in the Board packet. Ms. Niewohner reported that a Quincy Police Officer recently came into the Library with a lost library card and requested that he be given the name of the patron to return the keys. Library staff refused to provide the name, referring to the existing policy. Pam Clow did call the phone number in the patron's file to let them know that their card had been found, but the name on the answering machine recording did not match the name on the patron file, and was unsure that the phone number was correct. After a brief discussion with the officer, Nancy Dolan provided the name of the patron. Ms. Dolan stated that after the incident, she checked with Library attorney Joe Duesterhaus and two people from the Illinois State Library, all of whom agreed that a patron's name, address, and phone number may be given out. Christopher Pratt asked why the card couldn't have been left at the Library to be given to the patron on their next visit. Ms. Dolan stated that if a card is found by a citizen, the card is generally left at the Library to be returned to its rightful owner, but the police are responsible for any property that is turned into them and they are unwilling to turn it over to the Library. Ms. Dolan expressed concern that a lost or stolen card could be used at the self-checkout kiosks where personal information is readily available. She noted that Pam Clow is looking into the possibility of using Person Identification Numbers (PIN) at the kiosks. Jeff VanCamp asked if the staff and/or Library are liable if a person uses a lost or stolen card to obtain personal information or checkout materials on the card. Ms. Dolan stated that a staff person and/or the Library are not liable. The Board agreed that it is acceptable to give out a patron's name, address, and phone number to law enforcement. Mr. Pratt stated that if any information is given out, a form needs to be created to document the release of information and the release should only be authorized by Administration. The Board agreed that the policy needs to be revised and asked that the Policy Committee meet to discuss the issue.

F. Ad Hoc-Branch – Angela Ketteman: Angela Ketteman reported that the Ad Hoc-Branch Committee met on January 23 where they reviewed the options for expanding library services. After reviewing the options, which included self-service kiosks or pick-up boxes, bookmobile-type services, and a physical branch location, the committee agreed to further investigate the possibility of a temporary branch location. The committee discussed what type of location is needed and the potential costs. Ms. Ketteman reported that she, Jeff VanCamp, and Nancy Dolan are scheduled to look at

two potential locations this week. Christopher Pratt pointed out that while the self-serve options may have a higher upfront cost, the ongoing costs would not be as substantial as the cost of maintaining another physical location. Judy Crocker asked if there was any way to further explore utilizing space at John Wood Community College. Ms. Dolan replied that she had initially made contact with the former president of JWCC, but has not had an opportunity to speak with the new president. Ms. Ketteman noted that the committee has not dismissed any idea to expand library services, but are looking at what offers the best solution for the Library.

VIII. UNFINISHED BUSINESS

No unfinished business was brought before the Board.

IX. NEW BUSINESS:

A. Discussion of Electronic Board Packets. Nancy Dolan stated that, in light of changes made to the area's mail delivery schedule, she would like to discuss alternate methods of providing the monthly information to the Board. She suggested that the monthly packets be emailed to Board Members or posted on a secure page on the Library's website. Jeff VanCamp noted that all of the information included in the packets is public information, so it could be posted in its entirety on the website. He noted that if the public has access to what is being discussed, it could encourage more public attendance to the meetings. It was pointed out that the agenda is already posted on the website prior to the meeting. Ms. Dolan stated that if the packets were emailed to the Board, several print copies could be made available at the meeting, and the information could be projected onto the drop down screen during the meeting. The possibility of providing electronic devices such as laptops or iPads was also briefly discussed. Steve Duesterhaus pointed out that the City Council receives all of their information on a city-provided iPad and suggested that Ms. Dolan contact Jim Murphy for more information about the decision to provide the devices. Christopher Pratt suggested that the possibility of providing electronic devices be discussed at a later date. It was agreed that the information for the March 12 Board meeting will be emailed to the Board in a PDF format and projected on the screen during the meeting.

B. Nancy Dolan reported that Adams, which provides wireless and telephone service to the Library, sent a \$100 Books-A-Million gift card to be used however the Library sees fit. They told Ms. Dolan that they will send a gift card periodically throughout the year as a thank you for the business.

C. Nancy Dolan reported that she received an email from a patron who complained about the lack of a drive-up bookdrop at the Library. She also complained about the uneven parking lot and that she has to climb over rocks and bricks to get to the entrance to the Library. Ms. Dolan stated that she replied to the patron explaining where the drive-up bookdrops are located in the city and apologized for the unavoidable ground level changes in the parking lot. She informed the patron that the memorial bricks were not meant to be a walkway and can be walked around instead of over.

D. Nancy Dolan stated that she would like the Board's input on revising the fees charged for the digital images provided from the historic photo archive. She stated that the Library received a request from an author who wanted a digital image from the archives for use in a book, which he stated would have a small print run. The Library currently charges \$300 per digital image for a for-profit enterprise. Non-profit entities are charged a nominal fee. Patrons requesting a print copy are charged the cost of making the print. The author stated that the fee was too high and declined to use the image. Ms. Dolan asked the Board if they want to continue to charge a fee or reduce it to a per hour cost of \$25. In response to a question, Ms. Dolan stated that some of the photos were part of the Library's original collection, but the majority of them were acquired from the Landrum collection which was purchased for the Library by an anonymous donor. She noted that quite a bit of staff time has already been dedicated to putting the photos online, and not all of the photos are online yet. The Library averages approximately three to four requests for digital images and ten to twelve print requests per year. At this time, the Library does not have a policy addressing the guidelines for the photo archive, but does have an image request form listing the current costs. Christopher Pratt asked if the \$300 cost gets unlimited use of the photo. Ms. Dolan replied that the person purchasing the image may use it however they want, but must credit the Library. Jeff VanCamp recommended that the Library charge \$50 plus crediting the Library for a print run of 5,000 or less. A print run of 5,000 or more should cost \$300 plus crediting the Library. Ms. Dolan stated that she will make the changes to the image request form.

There being no further discussion, Lynn Niewohner moved to adjourn the meeting. Christopher Pratt seconded and the meeting was adjourned at 6:45 p.m.

Respectfully submitted,
Kimberly Akers