

**Quincy Public Library
Board of Trustees Meeting
December 18, 2018
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, December 18, 2018, with Lynn Niewohner presiding. Trustees present: Beth Young, Kathy Citro, Dwain Preston, Christopher Pratt, and Judy Crocker. Trustees absent: Tom Ernst, Pam Rein, and Angela Ketteman. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Katie Kraushaar, and Jennifer Harvey – TQ Liaison.

I. APPROVAL OF AGENDA

Christopher Pratt moved that the agenda be approved as presented. Kathy Citro seconded and the motion carried.

II. APPROVAL OF MINUTES

Christopher Pratt moved to approve the regular meeting minutes from the November 13, 2018, meeting as presented. Beth Young seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner welcomed everyone to the meeting, and thanked the Board for their good wishes on her retirement.

IV. RECOGNITION OF CORRESPONDENCE

Eight comments were received from the public comment box. Kathleen Helsabeck noted that the computers mentioned in the comments are the AWE computers in the children's area, which were moved from the front of the room by the entrance to the back of the room by the puppet theater. Staff have heard both positive and negative comments about the move, and are going to keep monitoring the comments before making a final decision about the location of the computers. An email sharing a comment from patron Margie Williams about the helpfulness of our staff was included. A note from Denise Hesse was received thanking the Library for homebound delivery.

V. PUBLIC COMMENTS

There were no comments from the public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Angela Ketteman

Angela Ketteman was absent. Lynn Niewohner reported that the balance in the Homebank Operating Fund as of November 30, 2018, was \$812,032.61. Total assets were \$812,122.61. Total liabilities were \$50,222.55.

B. Circulation and Event Statistics Report

Bobbi Mock reported that staff have been tracking the declining physical circulation numbers for several months and working on ways to reverse the decline. Bill Waters is

frequently changing the book displays in the children's area and is keeping the displays on a lower level where children can select their own books easily. Children's circulation numbers increased in November. In the stacks, adult books are being shifted so that the majority are also at eye level. Staff are increasing the number of book displays and rearranging the shelving so more books can be faced out showing the covers. Ms. Mock noted that use of the hold lockers continues to increase with the Iles School lockers having seen 89 uses since their installation in mid-August. The other lockers at Lincoln-Douglas School and County Market also continue to see high usage. Lynn Niewohner asked that the school locker figures be shared with Quincy Public Schools and Superintendent Roy Webb. Katie Kraushaar reported that the virtual services continue to increase as more patrons discover the Library's electronic resources. Kathleen Helsabeck stated that even though the physical circulation statistics are down, use of other Library services are up and program attendance is up. She noted that the Library is a constantly changing entity, and we may have to rethink the Library's purpose. Christopher Pratt asked if a less-detailed circulation report showing these positive numbers could be sent to the City Council. Ms. Mock stated that she found a graphic online from another library that shows circulation and event statistics in an easy-to-read format. Kim Akers is working on inputting the Library's statistics into that graphic.

C. Library Report

Katie Kraushaar reported that children enjoyed the return of the puppets with Rumpelstiltskin in November and Rudolph with his nose that actually blinks in December. A record 89 children showed up for the Craft Corner on November 21 where they made a burlap reindeer ornament. The Maintenance staff began cleaning out the storage room where leftover shelving is stored, and hauled 4,120 pounds of scrap metal to the recycling center with a return of \$280. With more teens attending Wii Wednesdays, a set of behavioral guidelines have been established to remind the teens that even though they are having fun, they are still in the Library and need to behave accordingly. Bobbi Mock distributed copies of the new 2019 Spring Event Guide. Kathleen Helsabeck encouraged Board Members to attend the events to see the value of these programs and interact with the patrons. Christopher Pratt noted the article in the program guide encouraging patrons to support the Library through the Friends of the Library's Amazon Smile page and pointed out that the Mary Weems Barton/Quincy Public Library Foundation also has an Amazon Smile page.

Kathleen Helsabeck reported that the Administration Conference Room and Director's Office have been repainted. She has moved her office into the former Administration Conference Room, and Bobbi Mock will be moving into the former Director's Office in the next week or so. Ms. Helsabeck has met with nine of the 14 aldermen at the Library. They toured the facility, watched a presentation about the variety of services offered, and discussed a wide range of topics. She reported that all had good questions, which prompted lively discussions about the Library's place as part of the City, budgets, and staff health insurance. Three aldermen even signed up for library cards. Ms. Helsabeck has been attending City Council meetings and noted that at a recent meeting, City Attorney Bruce Alford stated that the Library is a department of the City. However,

Mayor Kyle Moore stated that he is the administrator of the health insurance and will make the sole decision on whether or not the Library remains as part of the City health insurance. It will not come before the City Council for a vote. Ms. Helsabeck is gathering quotes for health insurance, but has only heard back from one provider so far. As discussed at the November Board meeting, she requested detailed anonymous individual health care costs from Jim Murphy, but has not heard back from him to date. Christopher Pratt suggested getting the Union involved in this discussion because the Labor Agreement specifically states that Library employees will be provided the same health insurance as the City. Ms. Helsabeck encouraged Board Members to attend the City Council meetings with her to advocate for the Library.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman was absent. Lynn Niewohner presented the Expenditure Approval List for the month ending November 30, 2018, in the amount of \$49,767.89. She stated that the invoice to Rokusek Design was for changes to the Library’s website, and noted a number of invoices for the renewal of databases. Ms. Akers stated that Ms. Ketteman approved mailing the checks out on December 11 to avoid late fees. There being no further discussion, Dwain Preston moved to approve the November invoices in the amount of \$49,767.89 as presented. Judy Crocker seconded and the motion carried.

B. Finance – Angela Ketteman: The minutes from the November 13, 2018, Finance Committee meeting were included in the Board packet. Lynn Niewohner stated that Finance will need to meet soon.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building and Grounds Committee did not meet.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee did not meet.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee did not meet.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet. He noted that Kathleen Helsabeck is doing a great job advocating for the Library. Ms. Helsabeck stated that the committee may need to meet in the future to discuss continuing advocacy efforts.

VIII. UNFINISHED BUSINESS

A. Update on Strategic Planning. Bobbi Mock presented two sample vision statements to be included as part of the strategic plan. After some discussion, Dwain Preston moved to approve the vision statement, “Quincy Public Library: Creating, supporting, and promoting a literate community.” Beth Young seconded and the motion carried. Ms. Mock hopes to bring the completed draft Strategic Plan to the Board for

approval in January.

B. FY2019 Per Capita Grant Requirements. The Board was reminded that they need to watch one of several linked videos to satisfy the continuing education requirement for the FY2019 Per Capita Grant about meeting the needs of patrons with challenges or disabilities. Board Members need to report at the January meeting as the Per Capita Grant application submission deadline is January 15, 2019. Kathy Citro and Dwain Preston reported they watched one of the videos.

IX. NEW BUSINESS

A. Website Redesign. Katie Kraushaar showed the test site for the new Library website stating that, while the site is regularly updated with current information, it had not seen an overall revision since it was created five years ago. She noted that the homepage was less busy and is formatted for better viewing on a variety of devices. She also noted that when patrons click on various tabs, a new page opens with detailed descriptions of research databases, programs, ways to support the Library, and services offered. The new website is scheduled to go live on January 8, 2019.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

There being no further discussion, Kathy Citro moved to adjourn the meeting at 7:08 p.m. Christopher Pratt seconded and the motion carried.

Respectfully submitted,
Kimberly Akers