

**Quincy Public Library  
Board of Trustees Meeting  
January 8, 2019  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:03 p.m. on Tuesday, January 8, 2019, with Lynn Niewohner presiding. Trustees present: Beth Young, Kathy Citro, Dwain Preston, Christopher Pratt, Angela Kettelman, and Judy Crocker. Trustees absent: Tom Ernst and Pam Rein. Others present: Kathleen Helsabeck, Kim Akers, Katie Kraushaar, Michael Hall – TAB representative, and Malinda Vogel – TQ Liaison.

**I. APPROVAL OF AGENDA**

Kathleen Helsabeck presented an updated agenda to the Board. Dwain Preston moved that the agenda be approved as revised. Chris Pratt seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Christopher Pratt moved to approve the regular meeting minutes from the December 18, 2018, meeting as presented. Judy Crocker seconded and the motion carried.

**III. PRESIDENT’S COMMENTS**

President Lynn Niewohner welcomed everyone to the meeting. She stated that she attended the “Frosty the Snowman” puppet show on January 7 and said it was a wonderful experience.

**IV. RECOGNITION OF CORRESPONDENCE**

Four comments were received from the public comment box. Kim Akers stated Bobbi Mock replied to all of the comments and contacted those who requested a call-back. An email from Stephanie Griffin was received thanking Sean Waters for finding newspaper articles she requested. A thank you note from Katie Kraushaar was received thanking the QPL Board for their advocacy efforts. Anna Luparell shared an observation about a Quincy Public School bus driver who checked out several Christmas music CDs to play on her bus for her special needs students.

**V. PUBLIC COMMENTS**

There were no comments from the public in attendance.

**VI. LIBRARY REPORTS:**

**A. Financial Report–Angela Kettelman**

Angela Kettelman reported that the balance in the Homebank Operating Fund as of December 31, 2018, was \$930,509.05. Total assets were \$930,599.05. Total liabilities were \$50,143.79.

**B. Circulation and Event Statistics Report**

Katie Kraushaar reported that the total circulations to date remain steady as staff continue to explore ways to increase physical checkouts. Chris Pratt asked if there was a way to

compare digital checkouts versus physical checkouts to see if the electronic checkouts are taking the place of the physical materials. Kathleen Helsabeck replied that staff are reviewing those numbers and looking at ways to report that information to the public. Ms. Kraushaar stated that staff continue to inventory the collection resulting in high in-house use numbers. In answer to a question, Ms. Kraushaar stated that the Interlibrary Loan numbers were down due to the holidays. An average of 366 people per day visited the Library in December 2018 as compared to 332 visitors per day in December of 2017.

### **C. Library Report**

Katie Kraushaar reported that the Holiday Safari Animal Program held on December 15 was quite popular despite the presenter being over an hour late. Most of the book clubs did not meet in December, but Socrates Café and Candid Conversations both had lively discussions. Ms. Kraushaar, Beth Young, and Judy Crocker plan to attend Socrates Café on January 11 to listen to the discussion and diffuse any possible heated interactions. Work on the Big Read Grant application is progressing. Ms. Kraushaar noted that the Library is planning on moving the Big Read to February of 2020 to give staff more planning time between Summer Reading and the Big Read. The updated Library website went live on January 8; Ms. Kraushaar encouraged the Board to log onto the website and report any errors. The historic photo collection and online archive have been updated and reorganized to help locate photos quicker. Anna Luparell met with Quincy Public School library staff to promote the QPL delivery service. In addition, QPS Librarian Heather Columbo spoke to the City Council about the QPS and QPL partnership. The Friends met on December 10 for their annual holiday luncheon where they installed new officers for the coming year.

Kathleen Helsabeck reported that she has not met with any other aldermen since early December, but plans on contacting the remaining aldermen to schedule meetings. She is implanting a new “time clock” system to do away with the paper time sheets and make tracking staff work time and PTO easier. In addition, she is planning on changing the payroll dates to allow for a grace period in between the last day worked and the pay date. Currently, full-time staff are paid in real time, which causes issues when a staff member is paid for a day for which they were scheduled but did not work. She expects some opposition from the staff, but will address this plan at the January staff meeting. She hopes to implement these changes by March 15. Ms. Helsabeck met with Jim Murphy who stated he would like to see the Library move away from the City’s IT. She is planning on moving the Library’s servers back to the Library and spoke with representatives from Adams Fiber about IT service. Chris Pratt noted that the Library signed an IT contract with the City, which should be reviewed before severing ties with the City IT Department. He also suggested that if the Library does move away from the City IT, the Library will need to hire an in-house IT person to monitor the servers as well as address any computer issues. A repair tech from Daikin was in the Library to address some HVAC issues that Keck was unable to fix. The system appears to work slightly better; Ms. Helsabeck is encouraging staff feedback on the changes. The IMRF accelerated payment review request has been received and is still under review. Ms. Helsabeck noted that Randy Stevens of IMRF said it could be up to six months before

IMRF makes a determination on the review. George Irwin would like to donate his collection of historic architectural books to the Library. Ms. Helsabeck has been in contact with his sister to discuss the collection and is planning on making room for the items in the archive room. Suzanne Irwin Wells is also volunteering her time to assist the Library with donor development.

Michael Hall reported that it has been a quiet month for teens at the Library. TAB met on December 12 to discuss ways to bring more teens into the Library in 2019, and how to promote TAB in the schools and community. Teens are looking forward to a Harry Potter movie marathon on January 19 and reading the book "The Hate U Give" at the teen book discussion group on January 16. Teens will also be sharing original poetry and discussing the poems in January.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Angela Ketteman:** Angela Ketteman presented the Expenditure Approval List for the month ending December 31, 2018, in the amount of \$52,548.89. She noted that there were two Homefield Energy invoices for both November and December for a total cost of \$10,795.07. There being no further discussion, Angela Ketteman moved to approve the December invoices as presented. Chris Pratt seconded and the motion carried.

**B. Finance – Angela Ketteman:** Angela Ketteman reported that the Finance Committee met on January 7 to discuss the City's request that the Library find its own health insurance provider. Kathleen Helsabeck presented several quotes, and is compiling a spreadsheet to compare the plans and costs. Lynn Niewohner stated that it is possible that the Library can save some money by finding its own provider. The Mayor has requested an answer by February 15, but Chris Pratt noted that the Library is under no obligation to reply by that deadline. Ms. Helsabeck stated that she would like further details from the City about the Library's health care claims and their assertion that the Library is costing the City more than all of the other city employees. The Board agreed that the Mayor's actions are probably just the first in a series of steps to remove the Library from the City as a department or a component unit. Mr. Pratt stated that no matter what the City decides, state statutes take precedence in all decisions regarding library funding. Ruth Cuthberson has suggested that she and Ms. Helsabeck meet with the editorial staff at the Quincy Herald-Whig to explain the Library's position and its official relationship with the City to offset some of the negative and incorrect comments being made by the City. The Finance Committee will continue to meet weekly to continue the discussions about health insurance. The next meeting is scheduled on Monday, January 14, 2019, at 10:30 a.m.

**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, but Kathleen Helsabeck would like to schedule a meeting to discuss job

descriptions.

**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 stated that he likes Kathleen Helsabeck’s idea of the Library hosting “ward” parties for aldermen to get to know their constituents and would be willing to assist with that project.

#### **VIII. UNFINISHED BUSINESS**

**A. Update on Strategic Planning.** The draft Strategic Plan was included in the Board packet along with a flyer highlighting the plan objectives. Because Bobbi Mock was absent and the Board did not have time to review the draft plan, it was agreed to table discussion and approval of the plan until the February meeting.

**B. FY2019 Per Capita Grant Requirements.** Kim Akers reported that all Board Members except Tom Ernst have reported that they viewed one of the videos for the continuing education requirement. Kathleen Helsabeck stated she will call and remind Mr. Ernst of the requirement to be completed by the January 15 application deadline. The Board is also required to review Chapter 8 of *Serving Our Public* which addresses Reference and Reader’s Advisory Services and Chapters 6-10 in *Trustees Facts File* which addresses Intellectual Freedom, Planning, Human Resources, Facilities, and Budgeting and Financial Management. The Board reviewed and discussed the chapters.

#### **IX. NEW BUSINESS**

No New Business was brought before the Board.

#### **X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Chris Pratt moved to adjourn the meeting at 7:12 p.m. Dwain Preston seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers