

**Quincy Public Library
Board of Trustees Meeting
February 12, 2019
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:25 p.m. on Tuesday, February 12, 2019, with Lynn Niewohner presiding. Trustees present: Beth Young, Pam Rein, Angela Ketteman, and Judy Crocker. Trustees absent: Kathy Citro, Dwain Preston, Christopher Pratt, and Tom Ernst. Others present: Kathleen Helsabeck, Kim Akers, Katie Kraushaar, and Ron Upper – TQ Liaison.

I. APPROVAL OF AGENDA

Kathleen Helsabeck asked that the approval of the Strategic Plan be moved to the top of the agenda. Judy Crocker asked that an Executive Session be added at the end of the agenda. There being no further discussion, Judy Crocker moved that the agenda be approved as revised. Angela Ketteman seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the regular meeting minutes from the January 8, 2019, meeting as presented. Pam Rein seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner stated that she is the current President of the Mary Weems Barton/Quincy Public Library Foundation Board, but would like to step down from that position and only attend those meetings in an advisory capacity as QPL Board President. Pam Rein stated she would be happy to take Lynn's place on the Foundation Board, but not as President.

IV. RECOGNITION OF CORRESPONDENCE

Three comments were received from the public comment box. A thank you note from Chloe Carrell was received thanking the Library for letting her check out books. An email was received from Lincoln Douglas School teacher Amber Funkenbusch thanking the Library for the new electronic student cards. A thank you note from Miss Springfield 2019 Angelica Niemann was received thanking the Library for including her in the Addams Family Tea Party. Library patron Michelle Scheuermann sent Natascha Will a text thanking the Library for the books her children won as part of last year's summer reading program.

V. PUBLIC COMMENTS

There were no comments from the public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report—Angela Ketteman

Angela Ketteman reported that the balance in the Homebank Operating Fund as of January 31, 2019, was \$910,566.09. Total assets were \$910,656.09. Total liabilities

were \$65,504.83. The Trust Funds Report for May 1, 2018, through December 31, 2018, was included in the Financial Report.

B. Circulation & Collection Report

Lynn Niewohner announced that Katie Kraushaar and Bobbi Mock will be presenting the Statistics and Library Reports in slightly different formats. Bobbi Mock will present the circulation statistics and narrative from Collection and Delivery Services, and Katie Kraushaar will present the database and program statistics and the narrative from Information Services. However, Ms. Mock was absent from the meeting, so Ms. Kraushaar presented both reports. Ms. Kraushaar reported that both circulated item renewals and patron card renewals were up from last fiscal year. She noted that the in-house use numbers were up because of the collection inventory that was done throughout January. She stated that Deborah Riddell and Farrah McDaniel were responsible for inventorying the majority of the 000-400 non-fiction books in January. Tim Sheely weeded and inventoried the periodical collection. Electronic cards were provided to Quincy Public elementary school students, which brings the total amount of student e-cards to 4,748. Ms. Kraushaar noted the consistently high use of the lockers especially the lockers located at the schools. She noted that the Library is in the process of reviewing Flipster titles to bring new titles to the service and eliminate low-usage titles. The Maintenance staff installed new shelving in the Teen Zone and Illinois Room to allow for growth in those areas. They also installed new shelving in the basement for file storage. The telephone notification system was down for two weeks, which required staff to personally notify patrons of holds and renewals. The system has been repaired and a backup system has been created to notify staff of issues in a timelier manner. Jennifer Burkett and Val Stark created Valentine cards for their patrons to be delivered the week of February 11 with their material deliveries. Bonnie Francis retired on January 31 after 32 years of service to the Library. Kathleen Helsabeck noted that she will be posting the full-time clerk position sometime the week of February 18, with plans to start the person in the new position sometime in early March.

C. Reference & Events Report

Katie Kraushaar reported use of the databases increased in January especially use of the genealogical databases. She is looking at reconfiguring the computer tables in the Reference area and repurposing some of the computers. Patrons are allowed up to three hours on the computers, but the average time spent on Library computers is 46 minutes. The computers in the Illinois Room are generally used for the three-hour maximum as are computers used for testing. In answer to a question, Ms. Kraushaar stated she has not seen an increase in computer use for tax purposes, but expects to see more use as we get closer to April 15. She noted that the Library saw more traffic in January than December despite being closed two days for the weather; the daily average was 411 people. She also noted the decrease in program attendance in January because of weather. Two programs were cancelled and one was rescheduled twice due to the Library closing for weather. Ms. Kraushaar thanked Board Members for attending programs and providing feedback.

D. TAB Report

Michael Hall was absent; there was not a TAB or teen event report.

E. Director's Report

Kathleen Helsabeck distributed the February and March event and City Council sign-up sheets. She reported that she has been working with Susan Scholtz to further develop the Library's volunteer program and to train management on crucial conversations. Ms. Helsabeck, Katie Kraushaar, Bobbi Mock, and Will Matlick have been watching a series of videos designed to increase management skills. Ms. Helsabeck had a lunch meeting scheduled with Mayor Moore, but he canceled and it has not been rescheduled. Library patron Sheree Norman recently spoke on behalf of the Library at a City Council meeting. She has agreed to take a leadership role in the ongoing advocacy efforts. Arts Quincy Executive Director Laura Sievert is scheduled to speak to City Council on behalf of the Library in March. Ms. Helsabeck noted that City Council meetings are videotaped and can now be viewed on the City's Facebook page. The Library has also been posting the public comments made on behalf of the Library at the City Council meetings on its Facebook page. The Foundation Board met on February 6 where they discussed donor development. Ruth Cuthbertson recently completed a series of workshops about donor development and will be leading the donor efforts for the Foundation. The Foundation approved the purchase of donor software and increasing the number of mailings for the Foundation to three to five per year. Ms. Helsabeck stated that Board Members have an opportunity to attend a Library Trustee Forum Workshop on Saturday, March 9, 2019, starting at 9:00 a.m. at the Illinois State Library in Springfield. Cost is \$85 per person, which the Library will pay for. Dwain Preston has indicated interest in attending, but does not want to drive.

VII. COMMITTEE REPORTS:

A. Audit – Angela Kettman: Angela Kettman presented the Expenditure Approval List for the month ending January 31, 2019, in the amount of \$67,177.12. She noted the Homefield Energy invoice in the amount of \$7,103.90 and three Keck invoices for a total of \$12,593.75. There being no further discussion, Angela Kettman moved to approve the January invoices as presented. Pam Rein seconded and the motion carried.

B. Finance – Angela Kettman: Angela Kettman reported that the Finance Committee met on January 7, 14, 21, February 4, and just prior to the Board meeting to discuss the health insurance issue. Lynn Niewohner reported that the Finance Committee met with Joe Duesterhaus to discuss options to respond to the City's directive and procedures for opening the Labor Agreement. Kathleen Helsabeck is to notify the Union in writing and request that the contract be opened to address potential changes to health insurance. This needs to be done 60 days before possible implementation on May 1, which means the letter needs to be sent no later than February 28. Once notified, the Board will meet with Union representatives to discuss the health insurance proposals. If a proposal is agreed upon, Union members will vote on the proposal. Ms. Niewohner stated she would be willing to meet with Union members prior to the vote to answer any questions. Mr. Duesterhaus recommended several actions to address the issues with the

City. Pam Rein moved to have Joe Duesterhaus and Lynn Niewohner draft a letter to the Mayor and City Council to be included in the informational packet for the February 19, 2019, City Council meeting (due on February 15). Judy Crocker seconded and the motion carried.

C. Building & Grounds – Kathy Citro: Kathy Citro was absent. The Building and Grounds Committee did not meet.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee met on January 11, 2019 to review changes to Circulation and Maintenance job descriptions. There being no further discussion, Judy Crocker moved to approve the updated Circulation and Maintenance job descriptions as presented. Beth Young seconded and the motion carried. The next meeting of the Personnel Committee is scheduled for Friday, February 15, 2019, at 9:00 a.m.

E. Policy – Dwain Preston: Dwain Preston was absent. The Policy Committee did not meet.

F. Ad Hoc – Advocacy. Christopher Pratt was absent. The Ad Hoc Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Approval of Strategic Plan. The final draft of the Strategic Plan was included in the Board packet. Kathleen Helsabeck noted that there are action items for both Staff and Board to accomplish throughout the life of the document. There being no further discussion, Judy Crocker moved to approve the 2019-2022 Strategic Plan as presented. Angela Ketteman seconded and the motion carried.

IX. NEW BUSINESS

A. Per Capita Grant Application. Kim Akers reported that the Per Capita Grant application was submitted by the January 15 deadline, but the State Library asked for a few changes to the application. Once the changes are made, the Board will receive a revised copy of the completed application in the March packet.

B. Approval of Intergovernmental Agreement. Kathleen Helsabeck presented a copy of the Intergovernmental Agreement between the Library and the 10th Street Children’s Academy to provide extra library services similar to those provided to Quincy public and parochial schools. Judy Crocker asked why the agreement was titled as an intergovernmental agreement when only one of the entities is a governmental organization. She also questioned whether the Library could enter into an agreement with and provide services to a for-profit organization. Ms. Helsabeck agreed that the document should not be intergovernmental and will change the title. She also noted that a number of for-profit organizations use the Library, and stated that this agreement simply spells out the responsibilities of both entities including delivery of materials and payment of lost or damaged items. She noted that Library staff will be training Academy teachers

on use of Library resources. There being no further discussion, Pam Rein moved that the Board approve the Agreement between the Library and the 10th Street Children's Academy as revised. Angela Ketteman seconded and the motion carried.

C. Discussion of Summer Hours. Kathleen Helsabeck stated that she along with Katie Kraushaar and Bobbi Mock have been discussing changes to the summer hours. They are recommending that the Library be open Mondays 9:00 a.m. to 7:00 p.m., Tuesdays through Thursdays 9:00 a.m. to 6:00 p.m., Fridays and Saturdays 9:00 a.m. to 5:00 p.m., and closed on Sundays. She stated that those hours increase hours open from the current 50 to 53. Ms. Kraushaar stated that summer programs are generally done well before closing so the earlier closing times should not affect the programs too much. Judy Crocker expressed concern that the Library is not serving working people by primarily being open daytime hours. She would like to see the Library open more evenings and on Sundays. Ms. Helsabeck stated that they feel these proposed hours accommodate the greatest amount of people. She also noted that with the current staff, 53 hours is the maximum amount of hours the Library can be open with at least the minimum number of staff on hand. Ms. Helsabeck stated that the Board does not need to make a decision until March. It was agreed to post the proposed hours on the Library's Facebook page and conduct a poll asking for input from the public.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

Angela Ketteman moved to adjourn into Executive Session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Pam Rein seconded and the regular meeting was adjourned at 7:15 p.m. QPL Board Members and the TQ representative were invited to stay. Angela Ketteman moved to adjourn the Executive Session and reconvene into regular session. Beth Young seconded and the Executive Session was adjourned at 7:37 p.m.

There being no further discussion, Pam Rein moved to adjourn the meeting at 7:38 p.m. Judy Crocker seconded and the motion carried.

Respectfully submitted,
Kimberly Akers