

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

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, March 12, 2019, with Pam Rein presiding. Trustees present: Beth Young, Tom Ernst, Angela Ketteman, Kathy Citro, Dwain Preston, Christopher Pratt, and Judy Crocker. Trustees absent: Lynn Niewohner. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Katie Kraushaar, Fred Witte – TQ Liaison, and Michael Hall – TAB Representative.

I. APPROVAL OF AGENDA

Judy Crocker asked that an Executive Session be added at the end of the agenda. There being no further discussion, Christopher Pratt moved that the agenda be approved as revised. Judy Crocker seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the regular meeting minutes from the February 12, 2019, meeting as presented. Christopher Pratt seconded and the motion carried.

III. PRESIDENT’S COMMENTS

President Lynn Niewohner was absent. Vice President Pam Rein welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Eight comments were received from the public comment box. An email from Elizabeth Berghofer was received expressing her displeasure at the recent Monday Movie selections. Emails from Valerie Keener from the Illinois Department of Natural Resources were received inviting the Library to host a Pollinator Kit to lend to patrons. The kit was received in early March and is being prepped for checkout. A thank you note was received from Susan Moore thanking Bill Waters for a positive customer service experience.

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 February 28, 2019, was \$946,749.95. Total assets were \$946,839.95. Total liabilities were \$40,552.75.

B. Circulation & Collection Report

Bobbi Mock reported that circulation continues to decrease and has been trending downward over the last ten years. She created a pie chart comparing February 2018 to

February 2019 circulation of books, digital, A/V, and other materials. She noted that books and A/V went down slightly while digital went up a bit. She stated that staff have been creating mini displays of everything from business books to Irish history for the month of March appealing to a variety of patrons. Judy Crocker stated that she likes the displays and frequently checks out books from the display rather than searching the stacks for a new read. Kathy Citro suggested implementing a star system similar to Amazon reviews to indicate popularity or reader enjoyment of a specific book. Ms. Mock also created a line chart showing the average circulations per day of the week for 2017, 2018, and 2019. She noted that Mondays are typically the highest circulating day of the week while Tuesdays and Thursdays were considerably lower with Wednesdays and Fridays remaining nearly the same over the three-year span. She also pointed out that even though the Library was closed on Sundays in 2018 and 2019, there still was circulation in the form of online renewals and digital checkouts.

C. Reference & Events Report

Katie Kraushaar reported in detail on the virtual services including comparisons on the number of holds, wait times, new users, and use of various formats. She noted that the Gale subscriptions were used 17 times more than February of 2018 showing a marked increase. Average computer use times continue to decrease with the average patron using the computers 45.5 minutes and the genealogy computers 90.58 minutes. In February, the average traffic count was 401 people visiting the Library per day. Ms. Kraushaar noted that she is working on a graph showing the daily foot traffic compared to physical checkouts. Use of the meeting spaces was also down, but part of that was because the Library is not offering as many Tech Tutor sessions as in previous years due to lack of interest. Ms. Kraushaar stated that the Library is receiving more requests to use the Meeting Room for business meetings, noting that the Quincy Area Chamber of Commerce is using the room every other Wednesday for a workshop series through the end of April. She reported that kids enjoyed the Art in a Book program featuring the work of Alma Thomas, and adults enjoyed the Free Frank McWorter presentation as part of Black History Month. The screening of “Central Park Five” in partnership with the Human Rights Commission was also well attended. Beth Young stated that there are a series of Black History Month educational panels stored at the Adams County Historical Society and offered them to the Library for next year’s Black History Month display. Ms. Kraushaar concluded her report by noting that plans are underway for this year’s summer reading program, which will kick off at the Library on June 1, 2019.

D. Director’s Report

Kathleen Helsabeck reported that she checked on the Intergovernmental Agreement with the 10th Street Children’s Academy in question at the February Board meeting and was told by RSA that this is the preferred format and language used in all agreements with educational entities. She and Ruth Cuthbertson met with staff from the Quincy Herald-Whig which resulted in them sending a reporter to the Library for a period of several days to interview staff, patrons, and Board Members to get an overview of Library activities and its value to the community. An editorial series about the Library will be published the end of March. Ms. Helsabeck distributed the sign-up sheet for March events and

programs, encouraging Board Members to volunteer at these events and record their volunteer hours at the Circulation Desk. She reported that the Reach Out for Reading Grant from the Tracy Family Foundation was not reaching the target audience of early elementary and toddlers through the neighborhood centers so the Library is working with West Central Childcare Connection to offer storytimes to in-home daycares and set up a weekly storytime at local churches. Issues continue with the HVAC system including needed repairs to a transformer, PC board, noise filter, thermistor assembly, compressor, and sensors. She is working on trying to find funds in the current budget to start these repairs. Ms. Helsabeck reported that there have been some frustrations in the implementation of the time clock, but staff are getting used to clocking in and out during the day and accurately recording their time. She also reminded the Board that starting with the March 15, 2019, payroll, one eight-hour day will be cut from the full-time staff paychecks to build in a grace period. This one-day cut will continue for the next four payrolls until a total of five days are built into the grace period. When the employee resigns or retires from the Library, they will receive all five days on their final paycheck to be paid at their current rate.

E. TAB Report

Michael Hall reported that teens greatly enjoyed the Murder Mystery Party held on February 16, and are looking forward to the Super Smash Brothers Tournament on March 16. He noted that the Quincy Herald-Whig reporter interviewed several TAB members to get their opinions on the Library. Mr. Hall stated that teens are encouraged to sign up to volunteer at the Summer Reading Kickoff on June 1 and participate in the program. Teens also had an opportunity to vote on the movies to be shown this summer on Monday evenings at the Library.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List for the month ending February 28, 2019, in the amount of \$39,373.69. There being no further discussion, Angela Ketteman moved to approve the February invoices as presented. Christopher Pratt seconded and the motion carried.

B. Finance – Angela Ketteman: Angela Ketteman reported that the Finance Committee met on February 12, 18, 25, and just prior to the Board meeting to discuss health insurance and the draft FY19/20 budget. She stated that the Union voted unanimously for health insurance option #2, which continues the coverage with Blue Cross/Blue Shield with access to the Blessing Employer Clinic and their wellness center but increases the individual deductible to \$1,500. This coverage will begin on May 1, 2019. Tom Ernst stated that he recently met with various people at City Hall and advocated for allowing the Library to remain on the City's health insurance plan. He stated he disagrees with the City's decision, but said the Library is not a department of the City because it has its own tax ID number. He stated that all departments of the City including policy, fire, and central services all use the City's tax ID number. He also noted that if the Library were part of the City, all invoices would have to be approved by City Council rather than the Board. Christopher Pratt pointed out that the Mayor appoints all

QPL Board Members and the City Council appropriates funds on behalf of the Library. Pam Rein stated that the Library's status with the City is unclear and needs to be clearly defined, but noted that if the Library were to separate from the City, Library finances would suffer. There being no further discussion, Dwain Preston moved to authorize Kathleen Helsabeck to start the application process for health insurance through Winters Insurance. Judy Crocker seconded and the motion carried. Mr. Ernst questioned whether May 1 was enough time to meet the 60-day notification period for the Union. Ms. Helsabeck stated that the Union was notified of the potential change on February 22 well within the 60-day time period. Ms. Kettelman then presented a revised draft FY19/20 budget. She stated that the Finance Committee agreed to include a Board Reserve Fund budget line of \$100,000 to save for unexpected expenses. There being no further discussion, Christopher Pratt moved to approve the draft FY19/20 budget as revised to be presented to the City. Kathy Citro seconded and the motion carried. Mr. Ernst stated that the City has not yet scheduled any budget hearings.

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 would like to meet soon to continue the review of job descriptions.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee met on February 28, 2019, where they discussed changes to the Sick Leave Bank Policy. Kathleen Helsabeck stated that the previous open enrollment period was changed from March and October to July and December. This change was needed because certain exempt staff have to use their PTO by the end of December or they lose it. At that time, they have the option of rolling any unused PTO time into the Sick Leave Bank. There being no further discussion, Dwain Preston moved to approve the revised Sick Leave Bank Policy as presented. Angela Kettelman seconded and the motion carried.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Per Capita Grant Application. A copy of the revised Per Capita Grant application was included in the Board packet. Kim Akers reported that Kathleen Helsabeck submitted the completed application by the January 15 deadline, but was asked by the State Library to make some changes.

B. Discussion and Approval of Summer Hours. Kathleen Helsabeck stated that she, Bobbi Mock, and Katie Kraushaar reviewed the suggestions made by the Board at the February meeting, and researched patron use and circulation statistics from both the current and previous years. They agreed the best summer hours remain the same as last year: Monday 9a to 7p, Tuesday through Thursday 9a to 6p, Friday and Saturday 9a to 5p. She noted they plan on conducting a survey in June to gather patron input on fall hours.

There being no further discussion, Christopher Pratt moved to approve the summer hours as presented. Beth Young seconded and the motion carried.

IX. NEW BUSINESS

A. Beth Young reported that the question of whether or not the Library has D & O insurance was raised. Kathleen Helsabeck checked with Joe Duesterhaus who stated that the Library is covered through the City's MICA insurance, which is the equivalent of CGL, E&O, D&O, Workers Compensation, Employment and Auto Liability, and general casualty insurance. Christopher Pratt stated that no one on the Board should require D&O insurance and should not be concerned about liabilities especially with opening the Labor Agreement for the health insurance. Beth Young apologized for possibly overstepping her responsibilities by contacting Mr. Duesterhaus and an outside insurance provider to ask questions about the coverage. Angela Kettelman reminded the Board that all contact with the Library attorney should go through the Board President and/or the Library Director.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

Judy Crocker moved to adjourn into Executive Session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Angela Kettelman seconded and the regular meeting was adjourned at 7:07 p.m. QPL Board Members, the TQ representative, Kathleen Helsabeck, Bobbi Mock, and Katie Kraushaar were invited to stay. Angela Kettelman moved to adjourn the Executive Session and reconvene into regular session. Judy Crocker seconded and the Executive Session was adjourned at 7:14 p.m.

There being no further discussion, Christopher Pratt moved to adjourn the meeting at 7:15 p.m. Tom Ernst seconded and the motion carried.

Respectfully submitted,
Kimberly Akers