

Quincy Public Library
Board of Trustees Meeting
April 9, 2019
Minutes
(Revised May 14, 2019)

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, April 9, 2019, with Angela Ketteman presiding. Trustees present: Beth Young, Tom Ernst, Kathy Citro, Dwain Preston, Christopher Pratt, and Judy Crocker. Trustees absent: Pam Rein and Lynn Niewohner. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Katie Kraushaar, and Charlie Jones – TQ Liaison.

I. APPROVAL OF AGENDA

Judy Crocker moved that the agenda be approved as presented. Beth Young seconded and the motion carried.

II. APPROVAL OF MINUTES

Christopher Pratt moved to approve the regular meeting minutes from the March 12, 2019, meeting as presented. Dwain Preston seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner and Vice President Pam Rein were absent. Treasurer Angela Ketteman welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Four comments were received from the public comment box. A thank you note from Mrs. Polak's class at Adams School was received thanking the Library for the Little Read books. A letter from Teresa Whitehead was received thanking Sean Waters for his help in locating some obituaries. A letter from Secretary of State Jesse White was received awarding the Library the annual Per Capita Grant in the amount of \$50,791.25. The Per Capita Grant check is not expected to be received until the FY19/20 fiscal year.

V. PUBLIC COMMENTS

No public was in attendance at the meeting.

VI. LIBRARY REPORTS:

A. Financial Report—Angela Ketteman

Angela Ketteman reported that the balance in the Homebank Operating Fund as of March 31, 2019, was \$869,879.76. Total assets were \$869,969.76. Total liabilities were \$95,086.88.

B. Circulation & Collection Report

In her report, Bobbi Mock shared a graph showing the number of cardholders over the past five years. From a high of 35,524 in April of 2014 to a low of 16,317 in April of 2018, the number of registered borrowers fluctuates but is slowly growing with a total of

18,276 in March of 2019. Ms. Mock noted that the low number was a result of purging unused and expired cards from the system prior to the RSA migration. She stated that the strategic plan calls for an increase of 20% or 3,094 cards. Only 287 more cardholders are needed to reach this goal. Ms. Mock stated that the four lockers were used 229 times in March, which continues to increase each month. April is Volunteer Appreciation Month, and five long-time volunteers and the volunteers at Transitions were highlighted in the report. These and other volunteers logged 6,038 hours in 2018. Several staff members attended RSA Day on March 20 where they learned how to improve patron experiences. Ms. Mock informed the Board that she serves on the Resource Sharing Alliance Board where she helps set policy and advocate for RSA. She noted that QPL is one of the three largest libraries in the RSA. April 8 – 13 is National Library Week. As part of NLW, the Library is showcasing the recent series of articles from the Quincy Herald-Whig, indicating the monetary value of materials checked out by patrons on their checkout receipt, and asking the community for input on future technology needs at the Library. She encouraged Board Members to participate in either the electronic surveys on iPads located at the public desks or the paper surveys located by the Small Conference Room.

C. Reference & Events Report

Katie Kraushaar reported that the Gale databases are still not seeing much use despite marketing them to area teachers and students. She is considering replacing the Gale databases with more selections from EBSCO and Novelist. Physical traffic at the Library continues to decrease with a daily average of 396 people in March. The annual “Lights Out: Stuffed Animal Sleepover” at the Library was highly successful again this year. A large contingent of teens enjoyed the Smash Brothers Brawl Tournament, which was won by an 11-year-old gaming expert. Board Member Dwain Preston participated in the young adult book group discussion of *Turtles All the Way Down* by John Green. Teens enjoyed his input so much that they have invited him to return for future discussions. TAB President Michael Hall read a letter to the Quincy City Council from former TAB President Alexis Bergman explaining the importance and value of the Library to the community especially young adults. Adults enjoyed two programs presented by representatives from Homebank and People’s Prosperity Bank as part of Money Smart Week. Inventory on the non-fiction collection continued and is expected to be complete by the end of April. Ms. Kraushaar completed her report by stating she recently attended a Joy of Volunteering workshop and encouraged Board Members to help out with summer reading programs by working the registration tables, helping set up for craft programs, and distributing snacks during some of the storytimes. Beth Young asked if anyone could volunteer at the Library. Ms. Kraushaar stated that potential volunteers must complete a volunteer application. If they will be performing jobs that are not supervised by Library staff, will be working in non-public areas, or will be working directly with children, they must submit to a background check. Christopher Pratt suggested that all volunteers wear a nametag so they can be easily identified by patrons.

D. Director’s Report

Kathleen Helsabeck reported that she and Bobbi Mock recently met with Adams Fiber to discuss e-rate and the Library’s technological needs. The City IT has asked that the

Library now house its own servers, but has noted that the Library's servers need to be refurbished at a cost of approximately \$17,000. Adams has indicated that e-rate will fund new server racks as well as other technology. Adams representatives agreed that the Library should move forward with the refurbished servers, but start saving for new servers at an approximate cost of \$75,000 to be purchased within the next four to five years. The servers should be moved sometime in June or July. The City has also encouraged the Library to explore independence from the City's email. Adams is recommending moving to Office 365 products and will be facilitating that move when the time comes. Will Matlick is looking into the HVAC system as it pertains to keeping the computer room consistently cool for the servers. Ms. Helsabeck reported that she, Angela Ketteman, Pam Rein, and Ann Scott met with Mayor Moore and City Comptroller Sherry Thomas to discuss the FY19/20 budget and the budget presentation to the City Council. Ms. Helsabeck will present the budget to the City Council on April 15 starting at 5:30 p.m. Tom Ernst stated that he expects questions about the Library's budget from the aldermen, but no changes to the proposed budget. Ms. Helsabeck noted that the budget includes a 1.42% increase as recommended by the Mayor. Winters Insurance and Blessing Employee Clinic representatives gave a presentation on the new health insurance and benefits to full-time employees on April 8. Employees then received a link on April 9 to sign up for insurance online; open enrollment will continue until April 15. The Friends of the Library realized more than \$2,900 at their annual Spring Book Sale held April 4, 5, and 6. At their April 8 meeting, the Friends agreed to donate funds to help pay for the refurbished servers, but did not commit to an amount. At their April 30 meeting, Ms. Helsabeck will also be asking the Mary Weems Barton/Quincy Public Library Foundation to help fund the servers. Ms. Helsabeck concluded her report by stating that she has been accepted to attend the Director's University June 3 – 6, 2019, in Springfield. Beth Young commended the Library and the Quincy Herald-Whig for the series of articles and editorials highlighting the many services the Library offers and the value it brings to the community.

E. TAB Report

Michael Hall was absent. Katie Kraushaar reported on teen activities at the Library in March.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List for the month ending March 31, 2019, in the amount of \$102,622.35. She noted the large amount of material invoices, two electricity invoices, and the accelerated payment to IMRF in the amount of \$54,628.83. There being no further discussion, Dwain Preston moved to approve the March invoices as presented. Kathy Citro seconded and the motion carried.

B. Finance – Angela Ketteman: Angela Ketteman reported that the Finance Committee met on March 12, 2019, just prior to the Board meeting to hear a presentation from Homebank on a new checking account. Currently, Homebank must manually secure any funds over \$250,000 with the FDIC each day. By switching to the Insured Cash

Sweep (ICS), funds over \$250,000 will be automatically insured by the FDIC. In addition, ICS offers a much higher flexible interest rate currently at 1%, or approximately \$600 per month in interest based on the Library's average balance. The current checking account earns 0.15%, and earns approximately \$98 per month in interest. There being no further discussion, Tom Ernst moved to change the Library's checking account to ICS at Homebank. Beth Young seconded and the motion carried. Kathleen Helsabeck will meet with Homebank representatives to complete the necessary paperwork. Ms. Helsabeck stated that a copy of the 2nd draft of the FY19/20 budget was included in the Board packet. Changes were made resulting from the meeting with Mayor Moore and Sherry Thomas. The Mayor asked that the Library show a larger carryover rather than putting those funds into lines in an attempt to show a balanced budget. There being no further discussion, Judy Crocker moved to approve the 2nd draft of the FY19/20 budget as presented. Tom Ernst seconded. A roll call vote was held with the following results:

Tom Ernst	yes	Beth Young	yes
Kathy Citro	yes	Judy Crocker	yes
Chris Pratt	yes	Dwain Preston	yes
Angela Kettelman	yes	Pam Rein	absent
Lynn Niewohner	absent		

The motion carried with seven yes votes, zero no votes, and two absent. A copy of the revised FY18/19 budget was also included in the packet. Ms. Kettelman noted that it was necessary to revise the budget to move funds to cover the IMRF accelerated payment and to address those budget lines that were overspent. There being no further discussion, Dwain Preston moved to approve the FY18/19 revised budget as presented. Kathy Citro seconded. A roll call vote was held with the following results:

Tom Ernst	yes	Beth Young	yes
Kathy Citro	yes	Judy Crocker	yes
Chris Pratt	yes	Dwain Preston	yes
Angela Kettelman	yes	Pam Rein	absent
Lynn Niewohner	absent		

The motion carried with seven yes votes, zero no votes, and two absent.

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 met on March 25, the minutes of which were included in the Board packet.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee did not meet. Bobbi Mock asked that the Policy Committee meet to discuss changes to some patron policies prior to summer reading.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet, but he would like to schedule a meeting in the near future.

VIII. UNFINISHED BUSINESS

A. Health Insurance. A copy of an amendment to the current Labor Agreement was prepared by Joe Duesterhaus and included in the Board packet. Union Representative Kevin Broemmer asked for several changes to the amendment. Mr. Duesterhaus revised the amendment and a copy of the revised agreement was distributed to the Board. He deleted Item #4 and stated that section will be reinserted in the next proposed Labor Agreement. Christopher Pratt asked that the word “substantially” be added to the final sentence of Item #3 (Section 20.1) so that it reads, “...deductible amounts for employees and their dependents remains substantially the same...” Ms. Helsabeck will submit a revised copy of the amendment to Mr. Broemmer for his approval and signature. There being no further discussion, Christopher Pratt moved to approve the Amendment to the Labor Agreement as revised. Dwain Preston seconded. A roll call vote was held with the following results:

Tom Ernst	yes	Beth Young	yes
Kathy Citro	yes	Judy Crocker	yes
Chris Pratt	yes	Dwain Preston	yes
Angela Ketteman	yes	Pam Rein	absent
Lynn Niewohner	absent		

The motion carried with seven yes votes, zero no votes, and two absent.

A copy of the Clinical Services Agreement with Blessing Physicians Services for the Be Well at Work program offered to Library employees as part of the health insurance was presented to the Board. Kathleen Helsabeck stated that the contract was drafted by Blessing, which was then sent to Joe Duesterhaus for review. Mr. Duesterhaus gave the contract to Jennifer Winking, who suggested several minor changes. Ms. Helsabeck forwarded the suggested revisions to Blessing, but has not heard back from them yet. She asked that the Board approve the contract with the recommended changes so that employees can access the clinic starting May 1. Tom Ernst asked if the Board should wait until the changes have been accepted by Blessing before approving the agreement. Christopher Pratt stated that the changes are minor and will probably be accepted without comment by Blessing. He recommended approving the agreement with the suggested revisions, and if there are any changes to the revised agreement, a special meeting of the Board can be called. There being no further discussion, Dwain Preston moved to approve the Clinical Services Agreement with Blessing Physicians Services with the recommended revisions. Tom Ernst seconded. A roll call vote was held with the following results:

Tom Ernst	yes	Beth Young	yes
Kathy Citro	yes	Judy Crocker	yes
Chris Pratt	yes	Dwain Preston	yes

Angela Ketteyman	yes	Pam Rein	absent
Lynn Niewohner	absent		

The motion carried with seven yes votes, zero no votes, and two absent.

IX. NEW BUSINESS

No New Business was brought before the Board.

X. PUBLIC COMMENTS

No public was in attendance at the meeting.

There being no further discussion, Tom Ernst moved to adjourn the meeting at 6:50 p.m. Christopher Pratt seconded and the motion carried.

Respectfully submitted,
Kimberly Akers