

**Quincy Public Library
Board of Trustees Meeting
May 14, 2019
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:04 p.m. on Tuesday, May 14, 2019, with Lynn Niewohner presiding. Trustees present: Beth Young, Pam Rein, Dwain Preston, Angela Ketteman, Christopher Pratt, and Judy Crocker. Trustees absent: Tom Ernst and Kathy Citro. Others present: Kathleen Helsabeck, Kim Akers, and Bobbi Mock.

I. APPROVAL OF AGENDA

Beth Young moved that the agenda be approved as presented. Pam Rein seconded and the motion carried.

II. APPROVAL OF MINUTES

Pam Rein noted that she was also at the meeting with Mayor Moore, Sherry Thomas, Kathleen Helsabeck, Angela Ketteman, and Ann Scott as reported in the Director's Report. There being no further discussion, Christopher Pratt moved to approve the regular meeting minutes from the April 9, 2019, meeting as revised. Angela Ketteman seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner reminded the Board that the Summer Reading Kickoff was coming up on Saturday, June 1, 2019. A copy of the Summer Event Guide was distributed; Ms. Niewohner encouraged the Board to volunteer at the events. A sign-up sheet was passed around during the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Four comments were received from the public comment box. A thank you note from Jil and Bob Johnson was received thanking the Library staff for enhancing their library experience. An email from Carrie Sheridan from the Illinois Reading Council was received complimenting the Library on its Illinois Reads display. A letter and donation was received from The Atlantis Roundtable thanking the Library for allowing the group to use the meeting room on a regular basis.

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 at the end of the fiscal year as of April 31, 2019, was \$795,477.00. Total assets were \$795,567.00. Total liabilities were \$654.52.

B. Circulation & Collection Report

Bobbi Mock reported that at the end of the fiscal year, overall circulation statistics were down but use of the digital resources has been increasing consistently. Use of the self check-outs decreased again, which Ms. Mock attributed to the fact that the terminals are reaching end of life and are slowing down. Patrons are choosing to check out at the desk to speed up the process. A total of 181 new library cards were issued in April bringing the strategic plan goal of increasing card sign-ups by 20% within reach. Ms. Mock reported that Library staff are interfiling travel DVDs and Books on CD with the print materials to see if this increases circulation. They will monitor the checkouts over the summer and reevaluate the decision in the fall. A total of 331 items were checked out in April from the Staff Picks display. Other April displays focused on the start of baseball season, Illinois Reads, and National Library Week. Several Board Members stated they liked the various displays. Cedarhurst Memory Care Center recently contacted the Library to ask for help in creating a small lending library in their facility. They were given a small collection of large print library discards and are receiving semi-monthly deliveries. Ms. Mock reported that the Library has been asked to help test the Blue Cloud Mobile App, which may be replacing the BookMyne App currently in use by patrons. The Library has also been asked to be one of only a few North American libraries to help with the Blue Cloud Acquisitions Pilot Test Phase 3 to evaluate a new acquisitions module and offer suggestions to RSA. Kathleen Helsabeck forwarded an email from RSA asking the Board to complete an online RSA Strategic Planning survey. They are requesting input from all sectors of libraries within RSA to help them move forward with the strategic planning process.

C. Reference & Events Report

Bobbi Mock reported that use of the Learning Express database skyrocketed in April as Quincy Senior High School promoted it heavily to its students as they prepare for end of school testing. She noted that quite a few of the students would not have been able to access that database if not for the new student e-cards. April traffic counts were the lowest they have been in nearly two decades; average daily traffic was 409 over 24 days open. It was noted that the Library has shortened their hours in recent years and now offers more off-site options such as the lockers and kiosk. Children enjoyed looking for Easter eggs and meeting the Easter Bunny at the Bunny Sock Hop, which was attended by more than 70 children and their caregivers. An update on the 1000 Books Before Kindergarten program was included in the report. Of the 51 children enrolled in the program, ten are closing in on the 1,000 goal. Ms. Mock stated that the Library is not planning a graduation this year because no one has reached the goal yet, but there will be an event next year. The Marketing Committee researched several automated email systems to replace the current software, but decided to stay with SelectReads for now. The program they liked the best is still in beta testing phase and will not be ready until next year.

Bobbi Mock stated that she and Kim Akers prepared a series of graphs showing statistics from the last five years. She noted that in FY16/17, the Library migrated to RSA and issued new three-year cards to all patrons; expired and inactive cards were purged from

the system. Since the migration, the Library has been able to track detailed library usage, and has changed how patrons are identified as well as procedural changes that varied the way data is collected. It was noted that Library hours have decreased from FY14/15 to FY18/19. Also, the Library has increased off-site and electronic services with the addition of hold lockers, the kiosk, Hoopla, and Flipster.

D. Director's Report

Kathleen Helsabeck reported that the Mary Weems Barton/Quincy Public Library Foundation met recently to discuss changing its investment strategy and begin developing a strategic plan. Ms. Helsabeck stated that she requested funds from the Foundation to underwrite computer storage (\$13,719.14), computer servers (\$3,645), and the purchase of three new self check-out stations (\$43,000) for a total of \$60,364.14. The Foundation agreed to fund \$40,000 of the request. Ms. Helsabeck asked the Friends of the Library to fund \$10,000 of the total and will be asking the TQ Board to fund the remaining amount. Christopher Pratt asked if the contract with Blessing Health Systems was signed. Ms. Helsabeck replied that it was signed with all of the requested changes.

E. TAB Report

Michael Hall was absent, but submitted the following written report:

This month at the Library the Teen Advisory Board has been very busy. For one we all enjoyed walking in the Dogwood Parade, and many of our members said they look forward to doing it again the following year. Another thing that we have done this month is a "Bad" Art Competition, in which teens put forth their best or worst art. All 12 teens had a good time, but unfortunately several people were unable to be in attendance. However, they said that they would be interested in another project like this one if it were to come up again. We also attempted the monumental task of choosing summer teen movies. We decided on some ever-popular superhero films such as Black Panther, Infinity War, and Aquaman, as well as some hidden gems such as Love, Simon and Mama Mia! We also discussed going into schools this month to continue promoting the Teen Advisory Board and whether this was an effective measure in promotion. We (TAB) are excited at the opportunity to volunteer at the Summer Reading Kick-Off and to participate in the reading plan. Finally, we have begun discussing the possibility of purchasing a Nintendo Switch or a PS4. This would allow for us to host more Smash Brothers Tournaments and other well attended events in the future. Thank you for your time.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List for the end of FY18/19 in the amount of \$15,025.57. There being no further discussion, Pam Rein moved to approve the end of FY18/19 invoices as presented. Dwain Preston seconded. A roll call vote was held with the following results:

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

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

Angela Kettelman then presented the first Expenditure Approval List of FY19/20 in the amount of \$130,159.56. Ms. Kettelman stated that there were a number of large invoices including the annual MICA insurance invoice in the amount of \$48,633, a deposit for the QPL Day customer service training in the amount of \$2,500, a deposit for the historic newspaper archive project paid out of grant funds in the amount of \$50,545, and an invoice for a portion of the computer server project in the amount of \$10,056. There being no further discussion, Angela Kettelman moved to approve the FY19/20 invoices as presented. Dwain Preston seconded. A roll call vote was held with the following results:

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

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

B. Finance – Angela Kettelman: Angela Kettelman reported that the Finance Committee met on April 9, 2019, just prior to the Board meeting and again with the Personnel Committee on May 6. The minutes from both meetings were included in the Board packet.

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 with the Finance Committee on May 6, the minutes of which were included in the Board packet.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee met on May 14 just prior to the Board meeting to discuss changes to one policy. There being no discussion, Dwain Preston moved that the Board approve the revisions to the Policy for Issuance of Library Cards to QPL and TQAPLD Residents as presented. Chris Pratt seconded and the motion carried.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee met on April 15 where a number of ideas were discussed. The committee is

scheduled to meet again on Wednesday, May 22, at noon to continue the discussion. Kathleen Helsabeck stated that she and Ruth Cuthbertson met with Jody Steinke to discuss the grass roots campaign started by Quincy Public Schools to garner support for the successful school bond vote. Mr. Steinke shared some information and gave them the names of other people involved in the project to contact. Ms. Helsabeck also stated that Board Members will man a table at the Summer Reading Kickoff on Saturday, June 1, where patrons can write notes on colored sticky notes in support of the Library and/or thanking the City Council for their support of the Library. These notes will be color-coordinated by ward and posted at City Hall.

VIII. UNFINISHED BUSINESS

A. Review of Strategic Plan. Kathleen Helsabeck reported that several strategic plan goals have been met including sharing the strategic plan with the public, increasing staff communication, and offering staff training on team building and customer service. Staff are working on establishing a revenue base to address the funding goal and promoting library card sign-ups to address the goal of increasing awareness of QPL services. She also noted that staff are working on aligning the Library with the Quincy Next Strategic Plan.

IX. NEW BUSINESS

A. Approval of FY19/20 Non-Resident Fee. A copy of the formula calculating the FY19/20 non-resident fee was included in the Board packet. There being no discussion, Angela Kettelman moved to approve the FY19/20 Non-Resident fee of \$100, effective June 1, 2019. Judy Crocker seconded and the motion carried.

B. Appointment of Nominating Committee. Lynn Niewohner asked that Pam Rein, Dwain Preston, and Judy Crocker serve as the Nominating Committee. She noted that Kathy Citro's term will expire in July. Ms. Citro is undecided about remaining on the Board, but will make a decision before the Nominating Committee meets. Ms. Niewohner then announced that Beth Young has decided to resign from the Board. Kathleen Helsabeck has informed the Mayor about the need to appoint at least one person to the Board. In addition to recommending someone for appointment to the Board, the committee will also need to recommend a slate of officers for FY19/20. The committee was reminded that any meeting will need to be posted 48 hours in advance.

X. PUBLIC COMMENTS

No public was in attendance at the meeting.

Angela Kettelman moved to adjourn out of regular session and reconvene into Executive Session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters or deliberations of salary schedules. Pam Rein seconded and the meeting was adjourned at 7:00 p.m. QPL Board Members and Kathleen Helsabeck were asked to remain in the meeting. Beth Young moved to adjourn out of Executive Session and reconvene into regular session. Chris Pratt seconded and the meeting was adjourned at 7:42 p.m. Chris Pratt moved to approved the

agreement discussed in Executive Session as amended. Pam Rein seconded and the motion carried.

There being no further discussion, Chris Pratt moved to adjourn the meeting at 7:44 p.m. Judy Crocker seconded and the motion carried.

Respectfully submitted,
Kimberly Akers