

**Quincy Public Library  
Board of Trustees Meeting  
June 11, 2019  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, June 11, 2019, with Lynn Niewohner presiding. Trustees present: Beth Young, Dwain Preston, Angela Ketteman, Christopher Pratt, Tom Ernst, Kathy Citro, and Judy Crocker. Trustees absent: Pam Rein. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, and Michael Hall – TAB Representative.

**I. APPROVAL OF AGENDA**

Chris Pratt moved that the agenda be approved as presented. Tom Ernst seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Chris Pratt moved to approve the regular meeting minutes from the May 14, 2019, meeting as presented. Angela Ketteman seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Lynn Niewohner stated that she and Kathleen Helsabeck have created job descriptions for the trustee positions for all three Boards. A copy of the descriptions was distributed at the meeting. She noted that these will be helpful in recruiting new trustees and during new trustee orientation. She asked that Board Members review the descriptions and be prepared to approve them at the July meeting. Ms. Niewohner then stated that she and Chris Pratt have discussed doing something for the staff during the summer such as a family picnic. The Board agreed. Ms. Niewohner and Mr. Pratt will work on putting something together.

**IV. RECOGNITION OF CORRESPONDENCE**

Six comments were received from the public comment box. Bobbi Mock reported that she replied to all of the comments, which are posted on the bulletin board in the Reference area.

**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 May 31, 2019, was \$636,264.65. Total assets were \$636,354.65. Total liabilities were \$71,814.99.

**B. Circulation, Reference, and Events Report**

Bobbi Mock reported that May was Historic Preservation Month, and the Library saw an

increased use of the genealogy databases with 1,525 searches performed in May. A total of 2,517 students enjoyed the skits promoting summer reading presented by Natascha Will, Corrine Freier, and Anna Luparell at the local elementary schools. The hours survey is currently taking place and is available on the Library's website, social media, and in print form at the Library's public desks. Ms. Mock encouraged the Board to complete the survey. Ms. Mock reported that she recently attended a meeting of the ADML Selection Committee where they increased the fee structure for participating libraries. At that meeting, she also learned that QPL is consistently the second highest circulating library within the ADML consortia often ranking higher than larger libraries such as Peoria and Galesburg. In her report, Ms. Mock included statistics from Summer Reading Kickoff Day on June 1. Among other numbers, she reported that there were 2,342 checkouts, 273 renewals, 58 new cards issued, and an estimated total of 1,138 people visited the Library that day. The final page of her report showed a graph comparing the end of fiscal year 2018 circulation by material numbers with the end of fiscal year 2019. The breakdown between collections remains essentially the same, but the overall numbers are down 25.97% reflecting the current downward trend.

#### **C. Director's Report**

Kathleen Helsabeck distributed an extensive outline of the things she learned while at Director's University. Included in that list were information about the Open Meetings Act, Board recommendations and training, security, policy reviews, budgeting and finance, and staffing discussions such as best practices, employee handbooks, and training. Ms. Helsabeck noted that this review of things she learned at the weeklong workshop counts as trustee training. Ms. Helsabeck also noted that she received notification from IMRF that they slightly reduced the second retiree penalty. She will email the Board copies of the letter, which will need to be paid in July. Angela Kettelman asked about the time clock and PTO discrepancies in Ms. Helsabeck's report. She noted that Ms. Helsback stated she changed the time clock to accrue PTO during holidays, but the current labor agreement does not allow for that. Ms. Helsabeck stated she will change the time clock, but noted that City employees do accrue PTO for holidays.

#### **D. TAB Report**

Michael Hall introduced James Howe who is running for TAB President this year and will be the new TAB representative to the Board. Mr. Howe reported that TAB is transitioning to summer activities including summer movies, which have been well attended. TAB members volunteered at the Summer Reading Kickoff and are encouraging teen participation in the summer reading program. TAB will celebrate the graduation of three of its members, including Michael Hall, at the June 12 meeting. Mr. Hall thanked the Board for allowing him to represent TAB this year. The Board congratulated Mr. Hall and wished him well in college.

### **VII. COMMITTEE REPORTS:**

**A. Audit – Angela Kettelman:** Angela Kettelman presented the Expenditure Approval List as of May 31, 2019, in the amount of \$73,651.21. Ms. Kettelman noted that the health insurance invoice to Blue Cross/Blue Shield and dental/vision invoices to

Principal were included in the payables and will be from now on. She also noted several charges for the computer storage project, a new security lock for the Reference office, QPL Day expenses, and the annual membership for HR Source. There being no further discussion, Angela Kettelman moved to approve the May 31, 2019, invoices as presented. Judy Crocker seconded. A roll call vote was held with the following results:

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

The motion carried with eight yes votes, zero no votes, and one absent.

**B. Finance – Angela Kettelman:** Angela Kettelman reported that the Finance Committee did not meet.

**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.

**E. Policy – Dwain Preston:** Dwain Preston reported that the Policy Committee met on May 14, the minutes of which were included in the Board packet.

**F. Ad Hoc – Advocacy.** Christopher Pratt reported that the Ad Hoc Advocacy Committee met on May 22, 2019, the minutes of which were included in the Board packet. He stated that Board Members manned a table during the Summer Reading Kickoff on June 1 encouraging patrons to write thank you and other notes to the City Council. The notes were color-coordinated by Ward, TQ District, and other borrowers outside of the City. The completed notes were displayed on the conference and study room windows where they currently reside. The plan is to take the notes to a City Council meeting and display the ward-specific notes in front of those aldermen. Mr. Pratt asked the Board if they felt the one-day display was sufficient or if the Board would like to continue to man a table at the Library to encourage more participation throughout the summer. Tom Ernst stated that he thinks the one-day display is impressive as is and recommended possibly doing another round of thank you notes at a later date. Bobbi Mock suggested possibly during the Summer Reading Ending Party on July 27. It was agreed to present a one-day display at the June 17 City Council meeting. Kathleen Helsabeck will contact City Clerk Jenny Hayden for permission to post the display.

## VIII. UNFINISHED BUSINESS

**A. Report from Nominating Committee.** Dwain Preston stated that the current slate of officers have agreed to remain in their positions for FY19/20. The committee

does not have any recommendations at this time for the open position created by the resignation of Beth Young. Mayor Moore has been contacted for a recommendation. Kathy Citro has agreed to remain on the Board for another term. The slate of officers will be approved at the July annual meeting.

**IX. NEW BUSINESS**

**A. Annual Report to the City.** A copy of the Annual Report to the City was included in the Board packet. Kathleen Helsabeck stated she will sign the report and submit it before the June 30, 2019, deadline.

**B. Statements of Economic Interest.** Kim Akers updated the Board on the Statements of Economic Interest. She noted that, in the past, the County Clerk had sent a letter at the beginning of the year asking for an updated list of Board Members and Library Staff who were required to file the statement. The County Clerk's office has since discontinued the practice of notifying public entities, but the State of Illinois still requires members of public boards to file the statement annually. Board Members were asked to complete the statement either on paper or digitally and return it to Library Administration or the County Clerk's office as soon as possible. In the future, Ms. Akers will send a list of Board Members to the County Clerk's office in February of each year, then notify Board Members of the requirement prior to the May 1 filing deadline.

**X. PUBLIC COMMENTS**

No public was in attendance at the meeting.

There being no further discussion, Tom Ernst moved to adjourn the meeting at 6:47 p.m. Chris Pratt seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers