

**Quincy Public Library  
Board of Trustees Meeting  
July 9, 2019  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:05 p.m. on Tuesday, July 9, 2019, with Lynn Niewohner presiding. Trustees present: Dwain Preston, Angela Ketteman, Pam Rein, Christopher Pratt, Kathy Citro, and Judy Crocker. Trustees absent: Tom Ernst. Others present: Kathleen Helsabeck, Kim Akers, Charlie Jones – TQ Liaison, and Michael Hall – TAB Representative.

**I. APPROVAL OF AGENDA**

It was noted that Item I. Oath of Office was not needed at this time. Angela Ketteman moved that the agenda be approved as revised. Chris Pratt seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Chris Pratt moved to approve the regular meeting minutes from the June 11, 2019, meeting as presented. Dwain Preston seconded and the motion carried.

**III. PRESIDENT’S COMMENTS**

President Lynn Niewohner welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

Nine comments were received from the public comment box. Bobbi Mock replied to all of the comments, which were then posted on the bulletin board in the Reference area. An email from All Our Kids Coordinator Anita Fretwell Hanke was received thanking Ruth Cuthbertson and Bill Waters for providing AOK with information about the Summer Reading Program.

**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 June 30, 2019, was \$640,533.00. Total assets were \$640,623.00. Total liabilities were \$119,999.23.

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

A copy of the Library Report was included in the Board packet. Kathleen Helsabeck reported that the Drive-In Movie for children was well-received and proved very popular. Kim Akers noted the pie chart showing the circulation by material numbers for June, and pointed out that June numbers were 31.35% higher than May numbers. She also noted the usage statistics from Hoopla which showed a variety of figures including the number of patrons using Hoopla, average circulations by patron, circulations by format, times and days when items were borrowed, and monthly number of checkouts by format.

**C. Director’s Report**

Kathleen Helsabeck reported that she met with Ryan Keck to discuss various HVAC

issues including the replacement of a sensor in the children’s area, how to cool the server room, repairing the neutral air units, and the life of the current system. She stated that the Library is still looking to hire a part-time custodian for the Maintenance Department. Ms. Helsabeck reported that several grants were completed and final reports submitted. She is exploring other potential grants to help create an online Quincy Architecture database. She also noted that she is going to chair the United Way Education Committee and is working with that organization on literacy projects. Ms. Helsabeck also distributed sign-up sheets for August events, and encouraged Board Members to attend the programs.

**D. TAB Report**

Michael Hall reported that the summer teen movies continue to be popular, and teens are starting to critique the movies. One of the TAB members is going to write a movie review column for the teen newsletter. Teens enjoyed the Tie-Dye Workshop on June 21, and are looking forward to the Teen Stage Make-up and Acting Workshop presented in partnership with Quincy Community Theater on July 12. He reported that a separate Dungeons and Dragons group has been established so that older teens and adults can meet away from the weekly Wii Wednesday. This group will meet weekly at the Library. Mr. Hall completed his report by stating that even though quite a few teens have already turned in their reading logs, TAB is still encouraging participation in the Summer Reading Program.

**VII. COMMITTEE REPORTS:**

**A. Audit – Angela Ketteman:** Angela Ketteman presented the Expenditure Approval List as of June 30, 2019, in the amount of \$119,750.45. Ms. Ketteman noted several sizable invoices including the monthly health insurance invoice, Blessing Employer Clinic invoice, a payment to Keck, and an accelerated payment invoice to IMRF in addition to the regular invoices for books and materials. There being no further discussion, Angela Ketteman moved to approve the June 30, 2019, invoices as presented. Pam Rein seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, one absent, and one empty seat.

**B. Finance – Angela Ketteman:** Angela Ketteman reported that the Finance Committee met on June 24 where they discussed the agreement with the City to pay an additional \$18,000 in infrastructure costs if the Library received over \$30,000 in excess PPRT. The Library is disputing the charge because the documentation from the City does not show that the Library received over \$30,000 in PPRT. The Committee agreed to draft a letter to Mayor Moore asking him to meet with members of the Library’s Finance Committee to discuss this agreement and the current charge. It was noted during the meeting that the Library Board did not approve this agreement with a formal motion and no written contract exists for this provision. Chris Pratt noted that if both parties were acting as if there was a formal contract and the Library has paid the fee in the past, it is generally accepted that a verbal contract was in place. Kathleen Helsabeck stated that infrastructure costs are explained as access to the HTE accounting software, processing of health and life insurance, etc. The meeting has not yet been scheduled.

**C. Building & Grounds – Kathy Citro:** Kathy Citro reported that the Building and Grounds Committee met on July 8 where they reviewed a prioritized building maintenance plan prepared by Will Matlick. The plan for this fiscal year includes repairing a leak in the foundation near electrical conduit, planting juniper bushes to stop erosion, painting the large meeting room, replacing several original windows, repairing the lights on the flagpole, and installing a gate in the fencing around the front transformer. Future projects include replacing the hot water heater, restriping and resealing the parking lots, installing fencing around the trash area, a possible roof replacement, and replacing the outdoor HVAC units at an estimated cost of \$325,000. Ms. Citro stated that the Committee is recommending setting funds aside to start saving for these expensive projects. She noted that Mr. Matlick explained that his area is short-staffed and asked the Committee to consider reinstating a 20-hour per week part-time person that was eliminated from his budget before the renovation. Mr. Matlick also asked to purchase a larger carpet cleaner to cut down on the amount of time it takes to clean the carpets.

**D. Personnel - Judy Crocker:** Judy Crocker reported that the Personnel Committee met on July 1. She stated that she will report on the discussion in Executive Session.

**E. Policy – Dwain Preston:** Dwain Preston reported that the Policy Committee did not meet.

**F. Ad Hoc – Advocacy.** Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet, but a meeting is scheduled for Wednesday, July 17, at noon at the Library.

## **VIII. UNFINISHED BUSINESS**

**A. Committee Appointments.** Lynn Niewohner stated that a copy of the list of committee appointments was included in the Board packet. She asked that if anyone has any questions about the appointments, to please contact her.

**B. Approval of QPL Board Roles and Responsibilities.** A copy of the draft roles and responsibilities was included in the Board packet. Chris Pratt asked how this document would be used. The Board agreed that it will be included in the official Board information and given to new trustees along with other pertinent Board and Library information. Mr. Pratt asked that a statement explaining that be added to the motion. There being no further discussion, Pam Rein moved that the Board approve the Quincy Public Library Board Roles and Responsibilities, which will be given to new trustees, as presented. Chris Pratt seconded and the motion carried.

## **IX. NEW BUSINESS**

**A. Discussion and Approval of Winter Hours.** Results from the online and paper survey were included in the Board packet along with options for increasing hours, a study on Sunday hours and the costs associated with those hours, and two proposals for winter hours. Kathleen Helsabeck also distributed a chart showing the hours open, population served, staff, and staffing numbers for two Illinois libraries as well as the current hours open for QPL and the two proposals. On that chart, she also included the minimum, growing, established, and advanced hours of service and staffing level standards as recommended by the Illinois Library Association. Ms. Helsabeck stated that she would like to see the Library open as much as possible, but there is not enough staff. Pam Rein

asked if being open more evenings would eliminate the need for Sunday hours. It was agreed that would address the need for hours beyond the standard work day. There being no further discussion, Kathy Citro moved to approve the Library's winter hours of Monday through Thursday 9:00 a.m. to 8:00 p.m., Fridays and Saturdays 9:00 a.m. to 5:00 p.m., and closed on Sunday, which will start on September 3, 2019. Pam Rein seconded and the motion carried.

**B. Audit Engagement Letter.** A copy of the audit engagement letter from Wade Stables was presented to the Board. Kathleen Helsabeck stated that the annual audit was performed in June, and the auditors should present their findings in October. There being no further discussion, Judy Crocker moved to approve the audit engagement letter as presented. Chris Pratt seconded and the motion carried.

**C. Illinois Public Library Annual Report.** A copy of the Illinois Public Library Annual Report was included in the Board packet. Kathleen Helsabeck stated that she completed and submitted the report by the June 30, 2019, deadline, with help from Bobbi Mock, Ann Scott, and Kim Akers.

**X. PUBLIC COMMENTS**

No public was in attendance at the meeting.

Angela Ketteman moved to adjourn the regular meeting and move into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Dwain Preston seconded and the meeting was adjourned at 6:56 p.m. Dwain Preston moved that the Executive Session be adjourned and the regular session reconvened at 7:07 p.m. Chris Pratt seconded and the motion carried.

There being no further discussion, Judy Crocker moved to adjourn the regular session at 7:08 p.m. Chris Pratt seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers