

**Quincy Public Library
Board of Trustees Meeting
August 13, 2019
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, August 13, 2019, with Lynn Niewohner presiding. Trustees present: Dwain Preston, Angela Kettelman, Pam Rein, Christopher Pratt, Tom Ernst, and Judy Crocker. Trustees absent: Kathy Citro. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, and Phyllis Robertson – TQ Liaison.

I. APPROVAL OF AGENDA

Chris Pratt moved that the agenda be approved as presented. Pam Rein seconded and the motion carried.

II. APPROVAL OF MINUTES

Chris Pratt moved to approve the July 9, 2019, annual meeting minutes as presented. Dwain Preston seconded and the motion carried. Pam Rein moved to approve the July 9, 2019, regular meeting minutes as presented. Chris Pratt seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner announced that the Library has two new employees. Kathleen Helsabeck introduced Aubri Oliver, Technical Services Clerk, and Tracy Knowles, Custodian, to the Board. Ms. Niewohner read a thank you note from the staff thanking the Board for the picnic. She then announced that the current labor agreement will expire on April 30, 2020. To get ready for negotiations, Ms. Niewohner is appointing a Negotiating Committee consisting of Judy Crocker as chair, Kathy Citro, Chris Pratt, and the new Board Member yet to be seated. Ms. Niewohner stated that the Sarah Atwater Denman Elementary School will be dedicated on September 7, and she and Ms. Helsabeck have been invited to the dedication. She encouraged other Board Members to attend.

IV. RECOGNITION OF CORRESPONDENCE

Six comments were received from the public comment box. Bobbi Mock noted that one of the comments asked the Library to look into providing a free streaming service called Kanopy. She stated A/V Librarian Melissa DeVerger is researching the product and requesting a free trial. A thank you note and flowers were sent by Lee Lindsay Curtis thanking the Reference staff for their help with her computer. A thank you note and a box of candy were sent by Jenni and Hadley Moran thanking Library staff for what they do for the community and the Summer Reading Program. TAB Representative Michael Hall was unable to attend the meeting, but sent a gracious email thanking the Board for allowing him to contribute to the monthly Board meetings.

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 July 31, 2019, was \$800,634.68. Total assets were \$800,724.68. Total liabilities were \$170,513.43.

B. Circulation, Reference, and Events Report

Bobbi Mock reported that the materials circulation for the month of July was down as compared to July of 2018, and the traffic count for June and July of 2019 showed a daily average of 583 and 558 visitors, respectively. Ms. Mock stated that several staff members attended webinars and workshops in July. Work continues on the pilot testing project for Blue Cloud Acquisitions. Library staff are moving into the next phase of the project creating sample purchasing and receiving records. Ms. Mock reported on Summer Reading numbers noting that while participation in the form of adult and children's book logs returned was down slightly, program attendance was up especially at the kickoff and ending parties. Teen participation increased from 45 in 2018 to 50 in 2019.

C. Director's Report

Kathleen Helsabeck distributed copies of the Fall Program Guide noting new programs including adult board game night, a program on Native American traditions, scenes from the Nutcracker, classes on QPL online resources, and a family & friends storytime on Thursday evenings. Bobbi Mock noted that the Library is hosting two large children's events, the Jack O'Lantern Jamboree on October 25 and Cookies with Santa on December 14, at which they will need additional volunteers. She asked the Board to consider helping with the events. She also noted that the Library will host a presentation of the movie "The Public" on September 9 at 1:00 and 5:00. Chris Pratt noted that teens have an opportunity to tour Woodland Cemetery on October 19 at the Haunted Cemetery Tour. He stated that the Historical Society does a great job portraying individuals who are buried in the cemetery. Ms. Helsabeck reported that the Library is interviewing candidates for the two part-time Circulation Clerks and one part-time Reference Clerk positions. She announced that Burgundy Hill has been hired as the new Marketing & Events Coordinator position, and Ann Scott has tendered her resignation as she is taking a position at Sunset Home. Ms. Helsabeck stated the Library will look for someone with extensive accounting experience, preferably with governmental accounting experience.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List as of July 31, 2019, in the amount of \$173,768.24. Ms. Ketteman noted several sizable invoices including the monthly health insurance invoices, an invoice for Bibliotheca for one new self-checkout station, contractual invoices to RSA for membership fees and ADML fees, the annual OCLC payment, legal fees, and invoices for the server project in addition to the regular invoices for books and materials. There being no further discussion, Tom Ernst moved to approve the July 31, 2019, invoices as

presented. Chris Pratt seconded. A roll call vote was held with the following results:

Pam Rein	yes	Judy Crocker	yes
Chris Pratt	yes	Tom Ernst	yes
Dwain Preston	yes	Angela Ketteman	yes
Lynn Niewohner	yes	Kathy Citro	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 July 18 where they further discussed the \$18,000 owed to the City for infrastructure fees. The committee determined that the Library does, in fact, owe this money to the City. Chris Pratt met with Mayor Moore to discuss this issue and the possibility that the City might waive some or all of the fee in light of the fact that the Library will increase its open hours after Labor Day, which will incur additional staffing costs. Mr. Pratt stated the Mayor was amenable to the suggestion, and said he would let the Library know his decision by August 12. Because he has not made contact yet, Tom Ernst offered to follow up with the Mayor. Mr. Pratt also noted that the Mayor said the City is planning on adding a firewall to benefit the Library and asked if the Library would possibly consider returning to setting its own levy and eliminating the City subsidy. Nothing definite was decided, and Mr. Pratt stated the meeting was positive overall.

C. Building & Grounds – Kathy Citro: Kathy Citro was absent. The minutes from the July 8 Building & Grounds meeting were included in the packet.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee met on August 12 where they discussed reorganizing the staff structure, but no action was taken.

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 met on July 17 where they discussed long-term goals of possibly converting to a district library and upcoming advocacy efforts. Mr. Pratt stated that the Library needs to continue to build support in the community and not just at the City government level. He noted that the process of transferring to a district library is long and has financial implications that must be considered. The committee also discussed ways to continue the advocacy effort with patrons at the Summer Reading Ending Party. It was decided to offer patrons a chance to take their picture with signs showing how much they saved by checking materials out, how long they have been a QPL patron, their favorite part of the Library, and other signs. Mr. Pratt reported that the ending party was a great success and lots of photos were taken. Kathleen Helsabeck stated that the Marketing Committee will discuss how to display the photos at their August 14 meeting. Mr. Pratt concluded his report by stating that all Board and staff members are welcome to attend

the Advocacy Committee meetings and participate in the discussion.

VIII. UNFINISHED BUSINESS

A. Open Seat on Board. Kathleen Helsabeck stated that the Mayor has notified her that Cheryl Predmore will be appointed to the QPL Board at the August 19 City Council meeting. Ms. Predmore will be sworn in at the September Board meeting.

IX. NEW BUSINESS

A. MWB/QPL Foundation Report. Lynn Niewohner reported that the Mary Weems Barton/Quincy Public Library Foundation Board met in August to approve changes to their Bylaws which will increase the number of directors from seven to eleven. The QPL President will no longer be a voting member of the Foundation Board, but an ex-officio member. Four directors will be QPL Board members with the remaining seven appointed by the Foundation Board. She noted that Pam Rein is the Chair of the Foundation Nominating Committee, which is responsible for selecting candidates for the open seats. Ms. Niewohner asked the Board to submit any recommendations for the potential Foundation Board Members to Ms. Rein as soon as possible.

B. Chris Pratt noted that the QPL Board recognized former TAB Representative Alexis Bergman when she resigned her position, and asked if the Board would like to do something for Michael Hall. Kim Akers was asked to research what was done for Ms. Bergman and report back to the Board. Bobbi Mock reported that Mr. Hall has been hired as a part-time Circulation Clerk and will start on August 26. He will attend the September Board meeting as a new employee.

X. PUBLIC COMMENTS

No public was in attendance at the meeting.

There being no further discussion, Tom Ernst moved to adjourn the regular session at 7:00 p.m. Judy Crocker seconded and the motion carried.

Respectfully submitted,
Kimberly Akers