

**Quincy Public Library
Board of Trustees Meeting
September 10, 2019
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, September 10, 2019, with Lynn Niewohner presiding. Trustees present: Dwain Preston, Angela Ketteman, Pam Rein, Christopher Pratt, Cheryl Predmore, Kathy Citro, and Judy Crocker. Trustees absent: Tom Ernst. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, and Fred Witte – TQ Liaison.

I. OATH OF OFFICE

Mayor Kyle Moore administered the Oath of Office to incoming Board member Cheryl Predmore. Mayor Moore then thanked the Board for their service to the community noting that the Library is one of the most valuable services in Quincy.

II. APPROVAL OF AGENDA

Angela Ketteman moved that the agenda be approved as presented. Dwain Preston seconded and the motion carried.

III. APPROVAL OF MINUTES

Chris Pratt moved to approve the August 13, 2019, regular meeting minutes as presented. Pam Rein seconded and the motion carried.

IV. PRESIDENT'S COMMENTS

President Lynn Niewohner announced that the Library has two new employees. Bobbi Mock introduced Jeanne Cheyne and Michael Hall, who are the newest part-time Circulation Clerks to join the Library staff. Ms. Niewohner thanked Mr. Hall for serving as the TAB representative to the Board and presented him with a new backpack for college. Ms. Niewohner then welcomed Cheryl Predmore back to the Board; Ms. Predmore served on the Board ten years ago.

V. RECOGNITION OF CORRESPONDENCE

Four comments were received from the public comment box. Bobbi Mock noted that one of the comments suggested the Library look at creating a literary space at local laundromats. Ms. Mock stated this is being considered by the Library as well as possibly implementing storytimes at laundromats. An email passing along a compliment from a person using the Library's study rooms was included in the correspondence.

VI. PUBLIC COMMENTS

No public was in attendance at the meeting.

VII. LIBRARY REPORTS:

A. Financial Report-Angela Ketteman

Angela Ketteman reported that the balance in the Homebank Operating Fund as of August 31, 2019, was \$698,725.68. Total assets were \$698,815.68. Total liabilities were \$112,637.12.

B. Circulation, Reference, and Events Report

Bobbi Mock reported that, in addition to Jeanne Cheyne and Michael Hall, the Library also hired Burgundy Hill as the new Marketing Coordinator. Anna Luparell moved into the part-time Reference Clerk position and Sean Waters moved into the full-time School Delivery Specialist position. Debbie Broadwater resigned her position as part-time Circulation Clerk on August 15, Ruth Cuthbertson retired as the Marketing Coordinator, and Ann Scott has tendered her resignation but will be continuing to handle the payroll responsibilities until someone is hired to take her place. There is also a full-time Reference Clerk position open. Ms. Mock then highlighted the circulation by material figures noting that August is typically a slow month for both circulation and events as summer reading is over and students are going back to school. The Library introduced seven new databases and added components to Reference USA. The new databases include an auto repair source, online newspapers, hobby and craft source, consumer health, and NoveList. As of the end of August, the Library has 19,253 active cardholders and the lockers were used 197 times. Patrons once again had an opportunity to have their collectables evaluated or simply enjoyed listening to the appraisals when Mark Moran came to the Library on August 21; 569 people visited the Library on that day. Ms. Mock stated that the Library shipped over 2,200 items to other libraries and received over 2,500 items from other RSA libraries in August. She noted that September is Library Card Sign-Up Month, and staff are attending many of the Back to School Nights at local schools to showcase library services and encourage library card sign-ups.

Bobbi Mock noted that the Teen Advisory Board has not elected a representative yet. She reported that August was slow for the teens, but they are excited about an upcoming Manga Workshop on September 21. This was a very popular program last year, and she expects it to be well-attended again this year.

C. Director's Report

Kathleen Helsabeck reported that the Friends of the Library have agreed to fund the purchase of a new digital scanner for the Reference area at an approximate cost of \$3,300. The current scanner has ceased working and is beyond repair. She noted that the scanner was used 317 times in July before it quit working. Ms. Helsabeck then reported that a donated model of the Batmobile on display in the children's area was recently stolen by a patron; the theft was caught on security video. Ms. Helsabeck talked with Policy Chief Rob Copley who strongly encouraged the Library to report the theft and let the police handle the matter, regardless of the value of the item, rather than contact the patron. He stated that the Library needs to be prepared to press charges. Ms. Helsabeck then stated that she has prepared a wish list of wanted/needed equipment at the request of the TQ Board. The list includes new security gates at an estimated cost of \$12,000 to replace the existing gates which are reaching end of life, \$2,000 to replace furniture in the children's area, and three sets of hold lockers for the new schools at an estimated cost of \$85,000. Chris Pratt stated that is a lot of money to spend on additional lockers when the Library has good coverage of hold lockers at the Library, two new schools, and County Market. He asked if the schools had requested more lockers or offered to help fund the purchase. Ms. Helsabeck replied that the schools have indicated they would welcome more lockers, but have not offered to help with the cost. Fred Witte stated that he is sure the TQ Board will fund some of the projects and agreed that the cost of the lockers is significantly higher than expected. Lynn Niewohner stated that the Mary Weems Barton/Quincy

Public Library Foundation is getting ready to start its annual campaign and may consider using the purchase of new children's furniture as a goal for the campaign.

VIII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List as of August 31, 2019, in the amount of \$112,393.07. Ms. Ketteman noted several sizable invoices including the monthly health insurance invoices, an invoice for Bibliotheca for the annual maintenance fee, an invoice to Ebsco for the new databases, two payments to Rokusek for the implementation of a new online architectural database funded by a grant from George Irwin through the Community Foundation, Big Read books, and an invoice from Docutek to scan microfilm for the ongoing historic newspaper archive also paid through a grant. There being no further discussion, Angela Ketteman moved to approve the August 31, 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	Cheryl Predmore	yes
Tom Ernst	absent		

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

B. Finance – Angela Ketteman: Angela Ketteman reported that the Finance Committee did not meet, but will need to meet soon to discuss the budget. Lynn Niewohner stated that some time ago the Board discussed creating a replacement reserve fund to save money to pay for large items such as a new roof, but no action came from that discussion. She asked the Finance Committee to revisit that recommendation at their next meeting. Ms. Ketteman noted that for the past several years the Board has not formally accepted the annual contractual payment amount as agreed upon in the TQ/QPL Contract for Services. In 2018, both Boards approved increasing the annual amount by 4% each year. The annual contractual amount for FY19/20 is \$282,250.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building & Grounds Committee did not meet. Kathleen Helsabeck reported on the ongoing leak in the basement. Marold Electric dug around the foundation to locate the leak. They discovered that it was very wet even though it had not rained recently and theorized that the roof drainage was not done correctly. Martin Meyer of PSBA was asked to look at it and he recommended that the Library dig down to the next level and fill the gap with cement, extend the downspout from the roof and run it into the storm drain, and install drain tile also running it to the sewer drain before backfilling the hole. He also recommended contacting a plumber for a second opinion. The Library is waiting on Brinkman Plumbing to assess the situation.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee met on August 29 and September 6, 2019, where they discussed goals and responsibilities for the Board, Director, and staff. The next meeting is scheduled for Monday, September 16, 2019, at 1:00 p.m. at the Library.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee was supposed to meet at 5:45 just prior to the Board meeting, but did not have a quorum. He presented the revised Temporary Resident Policy to the Board for approval. Bobbi Mock stated that the policy lists the definition of a temporary residence as well as several examples. She noted that one of the examples is the Madonna House which closed a year ago. Angela Kettman asked if they could simply eliminate the examples and just use the definitions of a temporary residence in the policy. Ms. Mock stated that the two remaining examples are two different types of shelters; the Salvation Army provides emergency shelter for a brief amount of time, while Quanada offers a variety of temporary housing for a significantly longer period depending on the needs of the individual. There being no further discussion, Chris Pratt moved to approve the revisions to the Temporary Residents Policy as presented. Pam Rein seconded and the motion carried.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet. He reported that he met with Mayor Moore to discuss the \$18,000 invoice to the Library for infrastructure fees. The Mayor said he would consider forgiving all or some of the amount to help offset the increased expenses associated with the expanded winter hours. Mr. Pratt stated that the Mayor officially forgave the entire amount, but the City IT Department has recommended that they purchase new equipment to enhance the Library's technology needs at an approximate cost of \$8,000. Kathleen Helsabeck stated that the Library paid several invoices for equipment for the server project that IT later determined were not necessary. The equipment was returned for a credit of \$9,000. The City was authorized to purchase the new equipment using the credit.

IX. UNFINISHED BUSINESS

A. Judy Crocker asked that the Labor Negotiation Committee schedule a meeting in the coming weeks.

X. NEW BUSINESS

No New Business was brought before the Board.

XI. PUBLIC COMMENTS

No public was in attendance at the meeting.

There being no further discussion, Chris Pratt moved to adjourn the regular session at 6:46 p.m. Cheryl Predmore seconded and the motion carried.

Respectfully submitted,
Kimberly Akers