

**Quincy Public Library
Board of Trustees Meeting
October 8, 2019
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, October 8, 2019, with Lynn Niewohner presiding. Trustees present: Dwain Preston, Angela Ketteman, Pam Rein, Cheryl Predmore, Kathy Citro, and Judy Crocker. Trustees absent: Christopher Pratt and Tom Ernst. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Christa Johnson – TQ Liaison, and Adam Smith – TAB Representative.

I. APPROVAL OF AGENDA

Pam Rein moved that the agenda be approved as presented. Dwain Preston seconded and the motion carried.

II. APPROVAL OF MINUTES

Cheryl Predmore moved to approve the September 10, 2019, regular meeting minutes as presented. Kathy Citro seconded and the motion carried.

III. PRESIDENT’S COMMENTS

President Lynn Niewohner welcomed new TAB President Adam Smith and TQ Liaison Christa Johnson to the Board meeting. Kathleen Helsabeck introduced Burgundy Hill, the Library’s new Marketing Coordinator, to the Board.

IV. RECOGNITION OF CORRESPONDENCE

Two comments were received from the public comment box. Jennifer Krohn of Trades of Hope sent a note thanking the Library for allowing her to host a pop-up store benefitting the Library on September 21 in the Library’s small conference room. A note from Scott Piner was received thanking Farrah McDaniel for her assistance in locating his father’s obituary. An email from Jim Fusselman was received stating that he recently found a library book checked out in the 1940s while cleaning out his father’s house and wondered if the Library would like it back. Bobbi Mock responded that the book had been deleted from the collection years ago and suggested he keep it or pass it along to someone who might appreciate it.

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 September 30, 2019, was \$784,371.47. Total assets were \$784,461.47. Total liabilities were \$65,922.61.

B. Circulation, Reference, and Events Report

Bobbi Mock reported that the daily door count for September was up over last fiscal year and was the third highest month in 2019. Over 160 people stopped by the Library during National Library Card Sign-Up Month in September to get a library card. Three of the new cardholders were randomly selected to win a gift card from a local merchant in The District. The push for new cardholders and increased promotions on social media has helped to increase the circulation and program attendance numbers. Use of the kiosk and hold lockers was also up in September. In the Children's Area, a new "Make and Take" craft program was introduced. Parents and children are now encouraged to pick up a craft kit to either take home or complete at the Library. Since they were introduced in August, the craft kits have increased in popularity with 97 of the bags picked up in September. Also new in the Children's Area is a Thursday evening family storytime, which is seeing a steady increase in attendance. Library staff and TAB members attended every parent night at Quincy schools to promote library services and distribute e-cards to incoming students. The Library also participated in the Quincy Art Center's Art Fest on September 23. Three new adult programs were introduced in September. Board Game Night and the Sci-Fi, Horror, and Fantasy book club are aimed at attracting more adults in their 20s and 30s to the Library. The third new adult program is a Quincy Writer's Workshop, which focuses on helping patrons hone their writing skills. The Library was the latest recipient of the 100 Women Who Care, and will receive a donation of \$10,000. A presentation of the donation will take place later in October. Ms. Mock concluded her report by noting that the RSA Board has nearly completed their strategic plan and will be voting on it in November.

New TAB President Adam Smith reported that the teens have enjoyed recent programs on pumpkin carving and learning how to draw Manga. He stated that Wii Wednesday continues to grow and noted that teens especially enjoy the monthly book bingo at Wii. He noted that the TAB group is currently working on planning future activities.

C. Director's Report

Kathleen Helsabeck reported that Brinkman Plumbing and Marold Electric completed repairs to the sewer drains, hopefully fixing the foundation leakage problem. Ms. Helsabeck stated that she is meeting with potential new Foundation Board Members, and plans to have a recommendation ready for their November meeting. The Friends had a very successful Fall Book Sale where they realized nearly \$3,000 in sales. At their October 14 meeting, she plans to request funding to replace an AWE computer in the Children's Area. Ms. Helsabeck distributed copies of an article from *Library Journal* that describes several unusual outreach opportunities developed by other libraries including storytimes at laundromats. She also noted that the Library submitted an article describing its advocacy efforts and the video from a City Council public speaker on behalf of the Library to the RAILS "My Library Is..." effort. Ms. Helsabeck included the link to the website in an email to the Board.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure

Approval List as of September 30, 2019, in the amount of \$66,225.29. Ms. Kettelman noted the usual books and material invoices and pointed out that the Homefield electricity invoices were slightly less than last month. There being no further discussion, Angela Kettelman moved to approve the September 30, 2019, invoices as presented. Pam Rein seconded. A roll call vote was held with the following results:

Pam Rein	yes	Judy Crocker	yes
Kathy Citro	yes	Cheryl Predmore	yes
Dwain Preston	yes	Angela Kettelman	yes
Lynn Niewohner	yes	Christopher Pratt	absent
Tom Ernst	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 did not meet, but will need to meet in November to discuss the budget.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building & Grounds Committee did not meet.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee met on September 16, 2019, where they discussed staff morale, how best to utilize staff assets, and the organization structure of the Library. The next meeting is scheduled for Monday, October 14, 2019, at noon at the Library.

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

F. Ad Hoc – Advocacy. Christopher Pratt was absent. The Ad Hoc Advocacy Committee did not meet, but will need to meet soon to continue the discussion of advocacy plans.

G. Ad Hoc – Labor Negotiations. Judy Crocker reported that the Ad Hoc Labor Committee met on September 23, 2019, where they discussed how to address the upcoming minimum wage increase and suggestions on cleaning up the language in the labor agreement.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Audit Report – Wade Stables. Carrie Peters of Wade Stables presented the FY18/19 annual audit. She reported that they are offering an unmodified opinion and noted no deficiencies. She reviewed the audit report stating that the Library ended the year with a net income of \$316,778, which includes the \$250,000 multi-year grant from

the Illinois State Library for the newspaper digitization project. She reported that the Library ended the year with surplus revenues of \$80,481. Angela Kettelman stated that the Board would like to create a restricted fund to place money saved for future high-dollar projects such as roof replacement and a new HVAC system, and asked how to set up such a fund and document its progression. Ms. Peters stated that such a fund would not be a restricted fund but rather a designated fund which could be put in a separate account or be a part of the general funds and tracked. She stated that it could be set up now as part of the FY20/21 budget. There being no further discussion, Angela Kettelman moved to approve the FY18/19 Audit Report as presented. Dwain Preston seconded and the motion carried. Ms. Peters was thanked for her presentation and her work on the audit.

B. Storage Agreement with Great River Genealogical Society. Kathleen Helsabeck stated that representatives from the Great River Genealogical Society asked her if they could house their records at the Library after losing their previous storage facility. She agreed and a contract was drawn up defining the agreement. She noted that GRGS must maintain adequate insurance for their stored property and will pay an annual storage fee of \$25. The GRGS moved their materials into the Library on September 20, 2019.

C. Per Capita Grant Requirement. Kathleen Helsabeck reported that one of the requirements for this year's Per Capita Grant application states that library staff and trustees must complete one online educational opportunity focusing on organizational management. RAILS created a list of online webinars that fulfill this requirement. Ms. Helsabeck chose "Budget and Levy Secrets for Libraries" for both the QPL Board and TQ Board to watch. This video explains the best practices for planning and presenting annual budgets and tax levy ordinances for municipal and district public libraries. The Board watched the video and discussed several questions that came from the content. The presenter explained that in a home rule municipality, as long as the library asks for a minimum of \$.15 per \$100 for the library, the municipality must levy at least the minimum requested. Lynn Niewohner stated that the City currently levies \$.11 for the Library then subsidizes approximately \$700,000 of the Library's budget, which works out to approximately \$.22. She noted that the subsidy is not guaranteed each year. Ms. Niewohner recommended that the City be contacted to point out this discrepancy and discuss ways to increase the Library's portion of the levy and increase its budget. Ms. Helsabeck stated she will contact Tom Ernst to discuss the issue. Ms. Niewohner also noted that the discussion needs to take place as soon as possible before the City sets the levy in December. She referred the issue to the Finance Committee and asked them to follow through with Mr. Ernst and the City.

X. PUBLIC COMMENTS

No public was in attendance at the meeting.

Kathleen Helsabeck requested that the Board move into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Cheryl Predmore

moved to adjourn into Executive Session. Kathy Citro seconded and the Board moved into Executive Session at 7:22 p.m. Dwain Preston moved to adjourn the Executive Session at 7:26 p.m. Angela Kettelman seconded and the motion carried.

There being no further discussion, Judy Crocker moved to adjourn the regular session at 7:26 p.m. Dwain Preston seconded and the motion carried.

Respectfully submitted,
Kimberly Akers