

**Quincy Public Library
Board of Trustees Meeting
November 12, 2019
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, November 12, 2019, with Lynn Niewohner presiding. Trustees present: Christopher Pratt, Angela Ketteman, Pam Rein, Cheryl Predmore, and Judy Crocker. Trustees absent: Dwain Preston, Kathy Citro, and Tom Ernst. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Rob Arnold – TQ Liaison, and Adam Smith – TAB Representative.

I. APPROVAL OF AGENDA

Kathleen Helsabeck asked that an Executive Session be added to the end of the agenda. Chris Pratt moved that the agenda be approved as revised. Cheryl Predmore seconded and the motion carried.

II. APPROVAL OF MINUTES

Pam Rein moved to approve the October 8, 2019, regular meeting minutes as presented. Angela Ketteman seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner welcomed TQ Liaison Rob Arnold to the Board meeting. She noted that Mr. Arnold recently assumed Janice Riley's seat on the TQ Board.

IV. RECOGNITION OF CORRESPONDENCE

A thank you note from Blessing-Rieman College of Nursing was received thanking Natascha Will for participating in their recent Teddy Bear Clinic. A thank you note from The Art Center was received thanking the Library for participating in their annual ArtFest.

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 October 31, 2019, was \$1,063,903.02. Total assets were \$1,063,993.02. Total liabilities were \$102,413.16.

B. Circulation, Reference, and Events Report

Bobbi Mock reported that the daily traffic numbers are slowly increasing noting that the Library is seeing traffic peaks on Wednesday afternoons because of Wii Wednesday as well as steady numbers during the first and last hours of the day. She stated that patron registrations are also up and circulation by material numbers are steadily trending upwards. In the Children's Area, 97 children in costumes enjoyed the Jack-O-Lantern Jamboree on October 25 and especially enjoyed trick-or-treating the various departments at the Library. Several groups of adults and teens were able to try their hand at figuring out the clues and puzzles to break out of the Library's escape room in October. The new

document scanner was installed to replace the scanner that ceased working in September. The purchase of the new scanner was made possible through a donation from the Friends. The Library welcomed Devyn Budde to the Reference Department as our new part-time morning clerk. Burgundy Hill is making positive changes in the marketing and promotion of Library services and events. She and Katie Kraushaar are now recording an abbreviated version of the weekly book notes program on WGEM as a podcast available on the Library's social media sites and website. A production crew from the Discovery Channel was in the Library to film a segment about how a local patron was able to track down some missing Lincoln photos using the Library's historic newspaper archives. Ms. Mock reported that MacMillan Publishing House has recently announced they will only allow their customers to purchase one copy of a newly released digital title for the first eight weeks after publication. While the Library does not purchase a lot of duplicate digital titles due to the higher cost of digital versus print, this decision will impact some popular titles. She also noted that QPL recently shared 533 QPL-owned digital titles with RSA users that were currently not being used by QPL patrons. This allows libraries with smaller budgets to have access to digital titles they otherwise might not have been able to provide. She noted that these titles are still available to QPL patrons, who are given priority in checking out the titles. Ms. Mock ended her report by distributing a copy of the RSA's recently approved strategic plan.

New TAB President Adam Smith reported that the teens enjoyed the recent pumpkin carving workshop and a tour of Woodland Cemetery as well as several Halloween-themed Wii Wednesdays, and are looking forward to the Chocolate Olympics on November 16. He stated that TAB has requested additional gaming consoles for Wii Wednesdays to help offset the increased weekly attendance. Bobbi Mock reported that the Friends agreed to donate funds to purchase a new Nintendo Switch console.

C. Director's Report

Kathleen Helsabeck reported that she continues to interview potential new Mary Weems Barton/Quincy Public Library Foundation Board Members and has three new members to be approved at the November 20 meeting. She recently attended the Illinois Public Employer Labor Relations Association conference where she sat in on informative sessions on grievances, labor relations, and workmen's compensation. She noted that most of the 150 attendees were HR professionals from cities and villages in the Chicago area. Ms. Helsabeck then stated that Edna Zanger has been hired as the new full-time Financial Manager and will start on November 18. Lynn Niewohner pointed out that this position went from a part-time 12-hour a week position to a full-time 40-hour a week position with full benefits resulting in a significant increase in pay and benefits. It was noted that this change was discussed in a recent Personnel Committee meeting.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List as of October 31, 2019, in the amount of \$93,478.49. Ms. Ketteman noted invoices to purchase a new AWE children's computer and a new document scanner, both of which were purchased through a donation from the Friends. She also noted an invoice from Bibliotheca to purchase new security gates, which was funded through a donation from the TQ Board. She stated that the monthly Blue Cross/Blue Shield health insurance invoice was higher than usual due to the addition of one adult and three children as well

as an error on the invoice where two employees were not removed from the coverage. BC/BS was informed of the error and will credit the amount on the December invoice. There being no further discussion, Angela Kettelman moved to approve the October 31, 2019, invoices as presented. Chris Pratt seconded. A roll call vote was held with the following results:

Judy Crocker	yes	Pam Rein	yes
Angel Kettelman	yes	Cheryl Predmore	yes
Chris Pratt	yes	Lynn Niewohner	yes
Tom Ernst	absent	Kathy Citro	absent
Dwain Preston	absent		

The motion carried with six yes votes, zero no votes, and three absent.

B. Finance – Angela Kettelman: Angela Kettelman reported that the Finance Committee will meet on November 25 at noon to discuss revisions to the FY19/20 budget and draft a FY20/21 budget.

C. Building & Grounds – Kathy Citro: Kathy Citro was absent. The Building & Grounds Committee did not meet.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee met on November 11, 2019, where they continued the discussion of staff reorganization and the future of the Library. Ms. Crocker stated that she would like to meet with Union stewards to discuss the reorganization. She also asked that the Board discuss the Director’s evaluation in an executive session at the end of the Board meeting.

E. Policy – Dwain Preston: Dwain Preston was absent. The Policy Committee did not meet. Bobbi Mock asked that the Policy Committee meet in December to discuss the Sick Leave Bank policy.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet.

G. Ad Hoc – Labor Negotiations. Judy Crocker reported that the Ad Hoc Labor Committee did not meet.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Approval of 2020 Holiday Schedule. A copy of the 2020 Holiday Schedule was included in the Board packet. There being no discussion, Chris Pratt moved that the 2020 Holiday Schedule be approved as presented. Angela Kettelman seconded and the motion carried.

B. Per Capita Grant Requirements – *Serving Our Public* and *Trustee Facts File.* A copy of Chapter 3 – Personnel from *Serving Our Public* was included in the Board

packet. Kathleen Helsabeck reported that the Library is doing great with all of the standards, but is working on expanding orientation for new employees as addressed in Item 6. She drew the Board's attention to Item 5, which addresses fair and equitable compensation for staff. She stated that the Library's salaries (including benefits) account for 59% of the total operational budget. The standards recommend that salaries without benefits account for 60% of the budget and salaries with benefits account for 70%. She also noted that the standards recommend that libraries compensate entry-level librarians with a salary equal to the median salary of an entry-level public school teacher with a master's degree. Pam Rein noted that Quincy's cost of living is significantly lower than the northern part of Illinois, which should be taken into account when determining median teacher salaries. A copy of Chapter 11 – Fundraising from *Trustee Facts File* was also included in the Board packet. Ms. Helsabeck stated that the majority of fundraising for the Library is handled through the Mary Weems Barton/Quincy Public Library Foundation. She noted that the final requirement for the Per Capita Grant application will be addressed at the December Board meetings for both TQ and QPL. Library staff will give a presentation on the Illinois Digital Archives and the Digital Public Library of America.

C. Kim Akers reminded the Board that they share the same meeting date as the TQ Board in December. The TQ Board will meet at 5:30 p.m. and the QPL Board will meet at 6:00 p.m. on Tuesday, December 10. Light refreshments will be provided at the meetings.

D. Bobbi Mock distributed information about an upcoming webinar entitled "Eliminating Fines: A win-win for your library and community." She noted that some Chicago area public libraries have recently gone fine free, and QPL has discussed the possibility. Ms. Mock encouraged the Board to view this webinar and offered to set up a conference room to view the webinar if enough Board Members are interested in attending.

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. Judy Crocker also requested an Executive Session for the purpose of discussing appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Pam Rein moved to adjourn into Executive Session. Judy Crocker seconded and the Board moved into Executive Session at 6:30 p.m. Judy Crocker moved to adjourn the Executive Session at 7:12 p.m. Chris Pratt seconded and the motion carried.

There being no further discussion, Chris Pratt moved to adjourn the regular session at 7:14 p.m. Pam Rein seconded and the motion carried.

Respectfully submitted,
Kimberly Akers