

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

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:08 p.m. on Tuesday, December 10, 2019, with Lynn Niewohner presiding. Trustees present: Christopher Pratt, Angela Ketteman, Pam Rein, Cheryl Predmore, Dwain Preston, Kathy Citro, and Judy Crocker. Trustees absent: Tom Ernst. Others present: Kathleen Helsabeck, Kim Akers, and Malinda Vogel – 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

Angela Ketteman moved to approve the November 12, 2019, regular meeting minutes as presented. Chris Pratt seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner welcomed TQ Liaison Malinda Vogel to the Board meeting, and wished everyone a Merry Christmas.

IV. RECOGNITION OF CORRESPONDENCE

Three comments from the suggestion box were presented to the Board.

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 November 30, 2019, was \$1,027,840.39. Total assets were \$1,027,930.39. Total liabilities were \$66,025.60.

B. Circulation, Reference, and Events Report

Kathleen Helsabeck reported that the daily door counts have been trending higher each month, especially on Mondays and Wednesdays during the Monday Movies and Wii Wednesdays. The average checkouts per day show that the majority of checkouts occur between 11:00 a.m. and 5:00 p.m. Circulation by material numbers show that the use of the digital materials such as ADML and Hoopla are higher than November of 2018. Two more children have reached the 1,000 books milestone in the 1,000 Books Before Kindergarten program. The Hummel twins, very active library users even at two-years-old, recently reached their reading goal. The Cheryl Kaiser Dance Theater brought an abbreviated version of "The Nutcracker" to the Library on November 16. Patrons

enjoyed the dancers and the costumes. Another popular program was the presentation on Native American Traditions by the Standing Bear Council. They brought traditional Native American artifacts to show to those in attendance and presented a very comprehensive program for Native American Heritage Month. Teens enjoyed the Chocolate Olympics and were challenged by chocolate-themed races and games. Staff are finishing up plans for the Big Read scheduled to kick off the end of January and run through February to correspond with Black History Month.

C. Director's Report

Kathleen Helsabeck reported that the new security gates have arrived from Bibliotheca but they are not the same footprint as the old gates. The old gates have been removed, but we are waiting on electrical and tile work to finish installing the new security gates. Five new board members for the Mary Weems Barton/Quincy Public Library Foundation have been selected and three were appointed at the December 5 meeting. In addition, the Foundation has sent out donations letters for their Annual Campaign mailing. Ann Scott has been coming in of an evening to help train new Financial Manager Edna Zanger and help her become more familiar with the accounting system. Ms. Helsabeck stated she is working with Marty Stegeman from the City Transit Department to implement a program to offer free children's books on City busses. These books are for the zero to three age level and are leftovers from a recent grant. If the project is successful, the Friends of the Library may be asked to donate books from their book sales and Secondhand Prose. She asked for ideas on a container to secure the books so they won't slide around in the bus. Chris Pratt asked if there was a way to put the books at the bus stops rather than in the busses, such as the Little Free Library concept. He suggested asking TAB members or possibly a Boy Scout troop if they could create something. Ms. Helsabeck also stated that she is getting quotes on the liability, property, worker's compensation, and D & O insurance currently covered by the MICA insurance through the City. She believes that the Library can save money by moving to an insurance carrier specifically designed for libraries. Ms. Helsabeck noted that there was an incident with some teenagers at the Library recently. The morning after the incident, Ms. Helsabeck noticed that a rock was thrown at one of the windows in her office shattering the first pane. Police were called and are following up on the incident. She noted that the Library has a \$5,000 deductible, and does not believe the cost of replacing the window will be that much.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List as of November 30, 2019, in the amount of \$67,603.10. Ms. Ketteman noted one invoice to Adams County Glass to repair and replace several windows in the Director's office and above the courtyard. The Friends of the Library donated funds to make these repairs. There being no further discussion, Angela Ketteman moved to approve the November 30, 2019, invoices as presented. Chris Pratt seconded. A roll call vote was held with the following results:

Judy Crocker	yes	Pam Rein	yes
Angela Ketteman	yes	Cheryl Predmore	yes

Chris Pratt	yes	Lynn Niewohner	yes
Dwain Preston	yes	Kathy Citro	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 met on November 25 where they discussed revisions to the FY19/20 budget. There being no discussion, Angela Ketteman moved to approve the revisions to the FY19/20 budget as presented. Chris Pratt seconded and the motion carried. Ms. Ketteman stated that they discussed the draft FY20/21 budget but took no action on approving the budget. The next meeting is scheduled for Monday, January 6, 2020, at noon.

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 was scheduled to meet with Kevin Broemmer, Union Business Representative, to discuss staff reorganization, but Mr. Broemmer had to cancel. The meeting has not been rescheduled.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee met at 5:45 on December 10 to discuss changes to the Sick Leave Bank policy. Because the committee did not have sufficient time to discuss the revisions in detail, he asked that the motion to approve the revisions be tabled until the committee can meet to further discuss the 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, but she would like to discuss negotiations in Executive Session at the end of the regular meeting.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Per Capita Grant Requirements Per Capita Grant Requirement. As the final requirement for this year’s Per Capita Grant application, Katie Kraushaar gave a presentation for both the TQ and the QPL Boards on the Illinois Digital Archives, the Illinois Digital Heritage Hub, and the Digital Public Library of America.

X. PUBLIC COMMENTS

No public was in attendance at the meeting.

Judy Crocker moved that the Board adjourn into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Angela Kettelman seconded and the Board moved into Executive Session at 6:41 p.m. Kathleen Helsabeck and Malinda Vogel were invited to remain in the meeting. Chris Pratt moved to adjourn the Executive Session at 7:44 p.m. Angela Kettelman seconded and the motion carried.

There being no further discussion, Chris Pratt moved to adjourn the regular session at 7:45 p.m. Pam Rein seconded and the motion carried.

Respectfully submitted,
Kimberly Akers