

**Quincy Public Library
Board of Trustees Meeting
February 11, 2020
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, February 11, 2020, with Lynn Niewohner presiding. Trustees present: Christopher Pratt, Cheryl Predmore, Dwain Preston, Kathy Citro, and Judy Crocker. Trustees absent: Angela Ketteman, Pam Rein, and Tom Ernst. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Edna Zanger, Fred Witte – TQ Liaison, Charles Hall – TAB Representative.

I. APPROVAL OF AGENDA

Chris Pratt moved that the agenda be approved as presented. Judy Crocker seconded and the motion carried.

II. APPROVAL OF MINUTES

Chris Pratt moved to approve the January 14, 2020, regular meeting minutes as presented. Cheryl Predmore seconded and the motion carried.

III. PRESIDENT’S COMMENTS

President Lynn Niewohner welcomed staff members Val Stark and Peggy Duesdieker and Fred Witte, TQ Liaison, to the meeting. She also announced that Charles Hall will be the new TAB Representative to the Board, and welcomed him to the meeting. Mr. Hall replaces Adam Smith, and is the brother of former TAB Representative Michael Hall.

IV. RECOGNITION OF CORRESPONDENCE

Four comments from the suggestion box were presented to the Board. Bobbi Mock noted that one of the comments requested that the Library purchase more anime, and stated that the A/V Librarian is on the lookout for appropriate anime to add to the collection. Ms. Mock also pointed out one of the comments requesting extending the teen section, but noted there is no room to expand at this time. A thank you note from Miss Quincy Outstanding Teen Shelby Rose was received thanking the Library for including her in the recent Winter Wonderland Tea Party.

V. PUBLIC COMMENTS

The public had no comment.

VI. LIBRARY REPORTS:

A. Financial Report–Angela Ketteman

Angela Ketteman was absent. Lynn Niewohner reported that the balance in the Homebank Operating Fund as of January 31, 2020, was \$1,094,120.69. Total assets were \$1,094,210.69. Total liabilities were \$102,134.18.

B. Circulation, Reference, and Events Report

Bobbi Mock reported that the January door count was up again this month with over 680 people coming into the Library on January 31, the day of the Big Read Kickoff, and over 500 people visited the Library on January 25 when the Winter Wonderland Tea Party was held. Circulation by material numbers were also up except for periodicals. She noted that many of the print publications are ceasing and anticipates no print magazines within the next ten years. Children’s events in January were well-attended. Natascha Will was invited to St. Peter’s School Wellness Fair to promote reading as a healthy habit and inform students about Library services. The Big Read Kickoff was a great success; the Board was encouraged to attend the many programs offered in conjunction with the Big Read. The Reference area has been busy answering research questions. Katie Kraushaar has been assisting a researcher by locating local information about Colonel George Rutherford, which will be used in a documentary.

Charles Hall reported that teens enjoyed the Cajun Cooking Class on February 8, and are very appreciative to the Friends of the Library for the donation of funds to purchase a Nintendo Switch system and games.

C. Director’s Report

Kathleen Helsabeck reported that she is still working on quotes for the liability insurance, but did inform Jim Murphy that the Library will no longer be on the City’s MICA insurance. She noted that the Big Read adult programs People v. Jefferson and the first Diversity & Inclusion workshop presented by the Quincy Area Chamber of Commerce were excellent programs, but not very well attended. She is working with the Mary Weems Barton/Quincy Public Library Foundation on their long-term planning, and is consulting with Scott Ruff of Edward Jones to revise the Foundation’s investment and disbursement policies.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman was absent, but did review the Expenditure Approval List. Lynn Niewohner noted an invoice to Adams Networks in the amount of \$23,336.81, which was an E-rate expense and part of the server upgrade. She also noted an invoice to Bibliotheca in the amount of \$25,982.90 for new self-checkouts. Bobbi Mock reported that the self-checkouts were nearing end of life and were no longer supported by Bibliotheca. Funding for this equipment was provided by the TQ Board. There being no further discussion, Dwain Preston moved to approve the January 31, 2020, Expenditure Approval List in the amount of \$112,953.59 as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

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

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

B. Finance – Angela Ketteman: Angela Ketteman was absent. The Finance Committee did not meet.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building & Grounds Committee did not meet, and asked if a meeting was needed. The Committee met in June of 2019 to review the annual maintenance plan. It was agreed to meet to go over the 2020 plan in May or June.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee met on Monday, January 20, 2020, but no minutes were recorded. Kathleen Helsabeck presented a new staff organization chart for approval. She noted that the Library has been without a second Assistant Director since last spring, and has promoted Burgundy Hill to the position of Assistant Director/Marketing Coordinator. She is also instituting Team Leader positions in Children's, Information Services, Circulation and Delivery, and Technical Services to help the Assistant Directors with scheduling and training. She noted these positions will be non-supervisory and will remain as part of the bargaining unit. Ms. Helsabeck is working with Union Representative Kevin Broemmer on the new team leader job descriptions. There being no further discussion, Judy Crocker moved to approve the new staff organization chart as presented. Kathy Citro seconded and the motion carried.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee met on February 11, just prior to the Board meeting to discuss revisions to two policies. The Committee approved revisions to the Acceptance of Credit Cards Policy that include an increase in the minimum amount that can be charged from \$1.00 to \$2.00 and language to comply with PCI Security Standards. There being no further discussion, Dwain Preston moved to approve the revisions to the Acceptance of Credit Cards Policy as presented. Judy Crocker seconded and the motion carried. Dr. Preston then stated that the Committee also reviewed changes to the Sick Leave Bank Policy, but sent the policy back to the staff Sick Leave Bank Committee for further discussion.

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 met on February 10. She will share the discussion from that meeting in Executive Session.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Discussion and Approval of Summer Hours. Kathleen Helsabeck presented a

recommendation for summer hours of Monday through Thursday 9:00 a.m. to 8:00 p.m., Fridays and Saturdays 9:00 a.m. to 5:00 p.m., and closed on Sundays running from Memorial Day to Labor Day. She stated these are the current winter hours. She noted that the Library will be adding additional programs for all age levels to encourage patrons to come to the Library of an evening. There being no further discussion, Dwain Preston moved to approve the summer hours as presented. Cheryl Predmore seconded and the motion carried.

B. Per Capita Grant Application. A copy of the Per Capita Grant Application was included in the Board packet for review.

X. PUBLIC COMMENTS

A question of whether or not current usage statistics were consulted before making the decision to stay open the extended hours in the summer was made. Kathleen Helsabeck stated that you can't compare winter hours with summer hours because of the different activities and weather implications. She stated there will be more programming in the evenings in the summer to attract more patrons after the 5:00 hour. Chris Pratt stated that these new hours will provide an opportunity for the Library to see what works and will be re-evaluated at the end of summer.

Judy Crocker moved to adjourn the Board into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Kathy Citro seconded and the Board moved into Executive Session at 6:27 p.m. Chris Pratt moved to adjourn the Executive Session and reconvene into regular session at 7:01 p.m. Cheryl Predmore seconded and the meeting was adjourned. Chris Pratt then moved to proceed with the plan as outlined by the Negotiating Committee. Judy Crocker seconded and the motion carried.

There being no further discussion, Dwain Preston moved to adjourn the regular session at 7:02 p.m. Kathy Citro seconded and the motion carried.

Respectfully submitted,
Kimberly Akers