

**Quincy Public Library
Board of Trustees Meeting
January 14, 2020
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, January 14, 2020, with Lynn Niewohner presiding. Trustees present: Christopher Pratt (left at 6:30 p.m.), Angela Kettelman, Pam Rein, Cheryl Predmore, Dwain Preston (arrived at 6:25 p.m.), Tom Ernst (left at 7:30 p.m.), and Judy Crocker. Trustees absent: Kathy Citro. Others present: Kathleen Helsabeck, Kim Akers, Edna Zanger, 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

Pam Rein moved to approve the December 10, 2019, regular meeting minutes as presented. Angela Kettelman seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner welcomed TQ Liaison Malinda Vogel and members of the public to the Board meeting.

IV. RECOGNITION OF CORRESPONDENCE

Six comments from the suggestion box were presented to the Board. A compliment on the Library's homebound delivery service was passed along by Children's Programmer Natascha Will. Kathleen Helsabeck reported that Maintenance Supervisor Will Matlick received a hand-written note from a patron who walks to the Library thanking him for doing such a great job clearing the Library property when the weather is bad.

V. PUBLIC COMMENTS

No public was in attendance at the meeting.

VI. LIBRARY REPORTS:

A. Financial Report—Angela Kettelman

Angela Kettelman reported that the balance in the Homebank Operating Fund as of December 31, 2019, was \$1,024,295.17. Total assets were \$1,024,385.17. Total liabilities were \$55,111.99.

B. Circulation, Reference, and Events Report

Kathleen Helsabeck reported that the daily door counts were up again over December of 2018. Active cardholders are increasing with 104 new sign-ups in December. The new RFID gates have arrived and are scheduled to be installed the week of January 13. Ms. Helsabeck noted that this has been a slow process to coordinate all of the electrical and

tile work that needed to be completed before installation. There were plenty of opportunities for children to celebrate the holidays at the Library with Cookies and Cocoa with Santa and the Rudolph the Red-Nosed Reindeer puppet show. January offers children a chance to attend the Winter Wonderland Tea Party on January 25. Teens were a big help volunteering at the Cookies and Cocoa with Santa event. TAB enjoyed their annual Christmas Party on December 11, and participated in a Life-Sized Candyland game on December 21. The Big Read Kickoff is scheduled for January 30 from 4:00 to 6:30 p.m. at the Library. Ms. Helsabeck encouraged Board Members to volunteer to help out and stay for the entire event.

C. Director's Report

Kathleen Helsabeck reported that the Library is trying out a new program calendar. In the past, there were separate event calendars for different age levels. To help cross-promote programs, the Library is producing one calendar that includes program information for all age levels as well as information about services offered at the Library. In addition, the Library has changed the program guide from a three-month format to two months. The Library is also promoting more programs and services on Facebook. Staff have reported that patrons enjoy receiving these notifications, and are sharing them with their Facebook friends. Ms. Helsabeck reported that she has received quotes on the property / liability / worker's compensation insurance from two agencies. She stated that she has asked Jim Murphy for a copy of the Library's MICA policy through the City to accurately compare the quotes with the Library's current coverage, but he has refused to provide a copy. Tom Ernst stated that he would be happy to talk to Mr. Murphy about getting a copy of the policy. Mr. Murphy has asked Ms. Helsabeck to confirm whether or not the Library is staying with the City's policy, saying he needs to know whether or not to include the Library in the annual quote from MICA. Lynn Niewohner recommended further discussion on this issue in closed session.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List as of December 31, 2019, in the amount of \$64,292.92. Ms. Ketteman noted an invoice to Area Distributors for the purchase of a carpet shampooer, which was purchased with funds donated by the TQAPLD Board. Ms. Ketteman pointed out an invoice to the City of Quincy for the purchase of anti-virus software, and noted that the Library is still using Windows 7 operating system on most of its computers. Windows 7 is no longer being supported by Microsoft as of January 1, 2020. Kathleen Helsabeck stated that she is working with the City's IT Department to upgrade the operating system, but many of the Library's computers are too old to support a higher system. Ms. Ketteman also noted an overpayment to IMRF for an accelerated payment. There being no further discussion, Angela Ketteman moved to approve the December 31, 2019, invoices as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

Judy Crocker	yes	Pam Rein	yes
Angela Kettelman	yes	Cheryl Predmore	yes
Chris Pratt	yes	Lynn Niewohner	yes
Tom Ernst	yes	Dwain Preston	absent
Kathy Citro	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 met on January 6, 2020, where they discussed the draft FY20/21 budget. She noted that the Committee has the draft budget ready to go early this year. The Committee looked at expenses and discussed City funding expectations. She noted that they have cleaned up some of the outdated items in the budget and are looking ahead five years with an eye to increasing revenue and anticipated expenses. Ms. Kettelman stated she would like to discuss the draft FY20/21 budget in detail in a closed session, and tabled the vote on the motion until after closed discussion.

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 did not meet, but she has scheduled a meeting at 10:30 a.m. on Monday, January 20, 2020.

E. Policy – Dwain Preston: Dwain Preston was absent. The Policy Committee met on December 10, 2019, the minutes of which were included in the Board packet. Kathleen Helsabeck stated that the committee needs to meet again to continue discussion on revisions to various policies.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet, but he would like to schedule a meeting in the near future.

G. Ad Hoc – Labor Negotiations. Judy Crocker reported that the Ad Hoc Labor Committee did not meet, but she would like to meet on Monday, January 20, 2020, at 1:00 p.m. She noted that Chris Pratt, Kathy Citro, and Cheryl Predmore are the other members of that committee.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

No New Business was brought before the Board.

X. PUBLIC COMMENTS

A comment was made about the issues with the HVAC system at the Library. Kathleen

Helsabeck stated that she is working with Keck to address some of the issues that have come up recently.

Angela Kettelman moved that the Board adjourn into Executive Session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Judy Crocker seconded and the Board moved into Executive Session at 6:29 p.m. Kathleen Helsabeck was invited to remain in the meeting. Judy Crocker moved to adjourn the Executive Session at 7:45 p.m. Dwain Preston seconded and the motion carried. Judy Crocker moved to approve the proposed FY20/21 budget and submit it to the City. Dwain Preston seconded. A roll call vote was held with the following results:

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

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

There being no further discussion, Judy Crocker moved to adjourn the regular session at 7:50 p.m. Cheryl Predmore seconded and the motion carried.

Respectfully submitted,
Kimberly Akers