

**Quincy Public Library
Board of Trustees Meeting
March 10, 2020
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, March 10, 2020, with Lynn Niewohner presiding. Trustees present: Christopher Pratt, Cheryl Predmore, Dwain Preston, Pam Rein, Angela Ketteman, and Judy Crocker. Trustees absent: Kathy Citro and Tom Ernst. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Charles Hall – TAB Representative.

I. APPROVAL OF AGENDA

Angela Ketteman moved that the agenda be approved as presented. Chris Pratt seconded and the motion carried.

II. APPROVAL OF MINUTES

Chris Pratt moved to approve the February 11, 2020, regular meeting minutes as presented. Dwain Preston seconded and the motion carried.

III. PRESIDENT’S COMMENTS

President Lynn Niewohner welcomed staff member Peggy Duesdieker to the meeting. Ms. Niewohner stated she has several other comments, which she will address during the Executive Session.

IV. RECOGNITION OF CORRESPONDENCE

Eight comments from the suggestion box and one Facebook comment were presented to the Board. Bobbi Mock noted that two of the comments were unhappy with the new security features on the new self-checkout kiosks. The old kiosks allowed patrons to type in their library card number, but the new kiosks have this feature disabled so people can’t type in random library card numbers and check out on someone else’s card. Patrons now need to have their library card with them to scan when they check out. The students at Early Childhood and St. Peter’s School sent thank you cards to the Library thanking them for their Big Read books. The Wii Wednesday teens sent a thank you note thanking the Friends of the Library for their new Nintendo Switch, television, and gaming cart.

V. PUBLIC COMMENTS

The public had no comment.

VI. LIBRARY REPORTS:

A. Financial Report–Angela Ketteman

Angela Ketteman reported that the balance in the Homebank Operating Fund as of February 29, 2020, was \$983,047.16. Total assets were \$983,137.16. Total liabilities were \$59,592.52.

B. Circulation, Reference, and Events Report

Bobbi Mock noted a heat map of the average daily door count by hour from September 1, 2019, to February 29, 2020, was included in the Library Report. This map shows consistent traffic numbers with the slowest hours of operation being the first and last hours of the day. Circulation by material numbers continue to rise or at least remain steady. Ms. Mock reported that 143 new patrons signed up for a library card, and 315 library cards were renewed in February of 2020 as compared to only 65 cards renewed in February of 2019. She attributed this increase to a recent effort that notifies patrons when their cards are expiring. Ms. Mock also noted that the annual Illinois Interlibrary Loan material traffic survey (ILLINET) and the annual Illinois State Library Certification were completed in February.

Burgundy Hill reported that the Library saw a great response for this year's Big Read event especially in participation by schools, program attendance, and the response from the media. She noted that the increase in school participation resulted in a wider range of age levels reading all three of the Big Read books. Now that the Big Read is complete, program and marketing staff are turning their attention to finalizing the details for the Summer Reading Program and Kickoff. Reference staff are getting ready to help residents participate in the 2020 Census. Three computers have been designated for the census so that residents who do not have online access can still participate whether they have a library card or not.

Charles Hall reported that teens enjoyed the self-portraiture workshop as part of the Big Read, and noted it was well attended at both the Library and the Teen Reach events. He stated that they are seeing increased attendance at Wii Wednesdays and TAB meetings, and saw a large number of teens on hand to discuss *A Lesson Before Dying* at the February teen book discussion. Mr. Hall completed his report by stating that teens are looking forward to the upcoming Super Smash Brothers Tournament on March 21, which he expects will be as well-attended as last year.

C. Director's Report

Kathleen Helsabeck reported that she is still working on getting quotes for the liability insurance. She is working with Trent Lepper of Winters Insurance to ensure that all of the quotes are similar and as comprehensive as possible. She expects the final quote to arrive this week and would like to schedule a Finance Committee meeting to discuss them. She has met with most of the aldermen over the past several weeks to discuss the Library and the upcoming budget hearings. The United Way held the kickoff for their Laps for Literacy program at the Library on March 2. The Library is helping collect gently used children's books for this effort. Ms. Helsabeck stated that she has been working with Will Matlick to develop a building maintenance plan, which will be presented to the Building and Grounds Committee soon.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List for the month ending February 29, 2020, in the amount of \$74,129.04.

There being no further discussion, Angela Kettelman moved to approve the February 29, 2020, Expenditure Approval List as presented. Chris Pratt seconded. A roll call vote was held with the following results:

| | | | |
|------------------|--------|---------------|--------|
| Judy Crocker | yes | Dwain Preston | yes |
| Cheryl Predmore | yes | Chris Pratt | yes |
| Angela Kettelman | yes | Pam Rein | yes |
| Lynn Niewohner | yes | Tom Ernst | 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 did not meet, but she would like to schedule a meeting soon.

C. Building & Grounds – Kathy Citro: Kathy Citro was absent. The Building & Grounds Committee did not meet, but will need to meet soon to review the building maintenance plan.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee did not meet.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee was scheduled to meet just prior to the Board meeting, but that meeting was postponed.

F. Ad Hoc – Advocacy. Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet. Kathleen Helsabeck asked that a meeting be called to discuss advocacy efforts for the upcoming Summer Reading Kickoff.

G. Ad Hoc – Labor Negotiations. Judy Crocker reported that the Ad Hoc Labor Committee met on March 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. Lynn Niewohner reported that she and Jamie Scholz, President of the Mary Weems Barton/Quincy Public Library Foundation, met with Kathleen Helsabeck to discuss funding of library projects and equipment that are outside the Library's general operating budget. Traditionally, the director requests additional funds from the Foundation, the TQAPLD Board, and/or the Friends of the Library on an as needed basis. Ms. Niewohner wants Ms. Helsabeck to create a wish list of projects and equipment, which the QPL Board would then approve. After approval, the presidents of the four organizations would meet twice a year to discuss which organization would fund which

project. She asked Ms. Helsabeck to create the wish list as soon as possible and meet with the Building and Grounds Committee to review the list.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

Judy Crocker moved to adjourn the Board 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 6:23 p.m. QPL Board members and Kathleen Helsabeck were invited to remain. Chris Pratt moved to adjourn the Executive Session and reconvene into regular session at 7:25 p.m. Angela Kettelman seconded and the meeting was adjourned.

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

Respectfully submitted,
Kimberly Akers