

**Quincy Public Library
Board of Trustees Meeting
October 13, 2020
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, October 13, 2020, with Pam Rein presiding. Trustees present: Cheryl Predmore, Angela Ketteman, Ben Uzelac, Chris Pratt, Lynn Niewohner, Kathy Ridder, Harry Ruth, and Megan Duesterhaus-AuBuchon. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Christa Johnson – TQ Liaison.

Pam Rein announced that former Board Member, Dr. Dwain Preston, passed away and asked for a moment of silence. The Board agreed to send flowers to his services and add a book to the collection in his memory. Ms. Rein also noted that she recently spoke to Tom Ernst's family, who will be donating his collection of golfing books to the Library.

I. APPROVAL OF AGENDA

Harry Ruth moved to approve the agenda as presented. Chris Pratt seconded and the motion carried.

II. APPROVAL OF MINUTES

Chris Pratt moved to approve the September 8, 2020, regular meeting minutes as presented. Lynn Niewohner seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Pam Rein welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

One comment was presented from the public comment box stating how much the author loved the Library and hoped it would remain open. An email from Ann Hallman was received complimenting the Library on the historic newspaper archives and the Library's genealogical resources.

V. PUBLIC COMMENTS

There were no comments from the public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of September 30, 2020, was \$1,289,136.33. Total assets were \$1,289,226.33. Total liabilities were \$59,773.96.

B. Circulation and Events Report

Bobbi Mock reported that September was National Library Card Sign-Up Month, and the Library signed up 613 new cardholders. In addition, the Library renewed 2,100 cards,

1,500 of which were student e-cards. She stated that the line graph included in the report shows daily traffic as compared to daily checkouts. She noted that checkouts follow traffic patterns closely even with the decrease in traffic since the Library discontinued in-person programming. Burgundy Hill prepared an infographic showing September digital statistics as compared to 2019 physical attendance statistics. She noted that while the numbers for young adult and children were down, adults are up. In addition, social media reach, webpage views, database searches, and digital material circulations were all up over 2019.

C. TAB Report

Charles Hall was absent. Kathleen Helsabeck reported that teens continue to participate in the TAB Zoom meetings and digital presentations. She pointed out that the teen Take and Make crafts were very popular this month with all of the prepared kits disappearing within the week.

D. Director's Report

Kathleen Helsabeck reported that Adams County Glass worked on replacing the bank of windows in the Reference area, but had to stop halfway through the project when they discovered that some of the glass was too short. It has been reordered and is expected to arrive October 22. She noted that the Mary Weems Barton/Quincy Public Library Foundation will meet in November. She is planning to request \$38,000 from the Foundation to restore funds to the material budget lines that were cut when the City reduced the Library's initial budget. The Friends of the Library met on October 12 where they approved a request to fund \$6,629 for tile work around the building. Ms. Helsabeck noted that this project was included in the building plan approved by the Board. In answer to a question, Ms. Helsabeck reported that the transition to the City handling the Library's payroll has been somewhat involved, but everyone has gotten paid correctly and on time.

Ms. Helsabeck then reported that with several staff members leaving the Library, she would like to adjust the positions and the job duties. Farrah McDaniel left the Library to return to her hometown leaving a full-time Reference Librarian position open. Lukas Wenner was recently hired as a part-time Reference Librarian, and has moved into the full-time position leaving his position vacant. Deborah Riddell has announced her retirement, which will leave a full-time Young Adult/Reference Librarian position open. Part-time Adult Programmer Brittany Griffin has also tendered her resignation. Ms. Helsabeck is proposing moving the part-time Reference Librarian position into a full-time Community Engagement Librarian. This position will work to create partnerships within the community as well as oversee adult programs. In addition, she would like to turn the part-time Adult Programmer position into a part-time Reference Specialist position that will serve as support for the Community Engagement Librarian as well as work on the Reference Desk. The cost of moving a position from part-time to full-time is \$33,442, which would be funded through budget surplus. Ms. Helsabeck also stated that she would like to hire a full-time IT / Marketing Coordinator. This position would handle the basic IT jobs at the Library alleviating the need to call City IT for minor problems, as well

as maintain library-specific technology. This position would also work closely with Burgundy Hill and the Community Engagement Librarian to market the Library. Ms. Helsabeck noted that this position is already included in the current budget. She also noted that all of these positions are Union positions. Chris Pratt and Lynn Niewohner expressed concern about adding \$33,000 in salaries while asking the Foundation to restore \$38,000 to the budget. Mr. Pratt stated that he would rather see the budget surplus used for the materials and save the money invested in the Foundation. Ms. Helsabeck stated that these positions are needed as the Library is working with a very short staff and longer hours. The Board agreed that there was no need for a motion to approve Ms. Helsabeck’s proposals as she has the authority to create new positions and adjust job duties. However, the Board wanted to discuss the plans and offer feedback.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending September 30, 2020, in the amount of \$80,142.34. There being no discussion, Lynn Niewohner moved to approve the September 30, 2020, Expenditure Approval List as presented. Angela Kettelman seconded. A roll call vote was held with the following results:

| | | | |
|----------------------------|-----|-------------|-----|
| Lynn Niewohner | yes | Chris Pratt | yes |
| Cheryl Predmore | yes | Ben Uzelac | yes |
| Kathy Ridder | yes | Harry Ruth | yes |
| Megan Duesterhaus-AuBuchon | yes | Pam Rein | yes |
| Angela Kettelman | yes | | |

The motion carried with nine yes votes and zero no votes.

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet.

C. Building & Grounds: Lynn Niewohner reported that the Building and Grounds Committee did not meet.

D. Personnel: Kathy Ridder reported that the Personnel Committee met on September 23, 2020, in closed session. She will report on the meeting in Executive Session.

E. Policy: Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet, but changes to the Loan and Renewal Policy have been proposed by the staff to allow for the checkout of mobile hot spots and other technology. There being no discussion, Chris Pratt moved to approve the revisions to the Loan and Renewal Policy as presented. Lynn Niewohner seconded and the motion carried.

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

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Per Capita Grant Requirements – Chapter 1-3. Kathleen Helsabeck stated that this year’s Per Capita Grant requires library boards to review *Serving Our Public* in its entirety. To that end, both the QPL and the TQ Boards will be reviewing three chapters each month until complete. Ms. Helsabeck began by reviewing Chapter 1 – Core Standards. She reported that the Library follows and maintains all of the core standards including good customer service, Open Meetings Act, Code of Ethics, QPL Board Bylaws, ongoing review of the Strategic Plan and mission statement, participation in interlibrary loan, and membership in RAILS and RSA. In Chapter 2 – Governance and Administration, Ms. Helsabeck reported that the Library is hitting all the mark on most of the standards, but is suggesting that the Board review policies on a regular basis and create a succession plan to fill anticipated needs for key personnel. She noted that the Board already participates in local government decision making, and encouraged Board Members to think about participating at a state and national level. Ms. Helsabeck completed this month’s requirement by reviewing Chapter 3 – Personnel. She noted that the Library follows all of the personnel standards, but stated the standards recommend that salary and fringe benefits account for up to 70% of the total operations budget. The salaries and benefits of the current QPL staff only account for 59% of the budget.

B. Christmas Party Invitation. The 2020 Christmas Party Committee has announced that this year’s party will be held on Thursday, December 17, 2020, in the large Meeting Room from noon to 3:00 p.m. The QPL Board is invited to attend.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

Lynn Niewohner moved to adjourn into Executive Session for the purpose of discussion an appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Kathy Ridder seconded and the meeting was adjourned at 6:50 p.m. Chris Pratt moved to reconvene into regular session. Megan Duesterhaus-AuBuchon seconded and the meeting was reconvened at 7:17 p.m. Cheryl Predmore then moved that the Library approve the revisions to the Director’s contract as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

| | | | |
|----------------------------|-----|-------------|--------|
| Lynn Niewohner | yes | Chris Pratt | yes |
| Cheryl Predmore | yes | Ben Uzelac | absent |
| Kathy Ridder | yes | Harry Ruth | yes |
| Megan Duesterhaus-AuBuchon | yes | Pam Rein | yes |
| Angela Ketteman | yes | | |

The motion carried with eight yes votes, zero no votes, and one absent.

There being no further discussion, Chris Pratt moved to adjourn the regular session at 7:18 p.m.
Angela Ketteman seconded and the motion carried.

Respectfully submitted,
Kimberly Akers