

**Quincy Public Library  
Board of Trustees Meeting  
October 9, 2018  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, October 9, 2018, with Pam Rein presiding. Trustees present: Beth Young, Kathy Citro, Angela Ketteman, Dwain Preston, Christopher Pratt, and Judy Crocker. Trustees absent: Lynn Niewohner and Tom Ernst. Others present: Michael Hall – TAB Representative, Ann Behrens, Kim Akers, Bobbi Mock, and Katie Kraushaar.

**I. APPROVAL OF AGENDA**

Christopher Pratt asked that the Auditor's Report be moved to the beginning of the agenda and then moved to approve the agenda as revised. Angela Ketteman seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Christopher Pratt moved to approve the regular meeting minutes from the September 11, 2018, meeting as presented. Beth Young seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Lynn Niewohner was absent. Vice President Pam Rein had no comments.

**IV. RECOGNITION OF CORRESPONDENCE**

One comment was received from the public comment box. A thank you note was received from Early Childhood Family Center thanking Natascha Will for distributing copies of the Little Read book, *Zin, Zin, Zin: A Violin* and reading the story to them. An email from Michael Moore was received complimenting Sean Waters for his excellent research and quick reply to his question. Deborah Riddell shared an email and an invitation to Evan Embree's Eagle Scout Court of Honor Ceremony. Mr. Embree thanked Ms. Riddell for her leadership of TAB and praised TAB for making a difference in his life.

**V. PUBLIC COMMENTS**

There were no comments from the public in attendance.

**VI. LIBRARY REPORTS:**

**A. Financial Report–Angela Ketteman**

Angela Ketteman reported that the balance in the Homebank Operating Fund as of September 30, 2018, was \$465,256.83. Total assets were \$465,346.83. Total liabilities were \$37,034.59. Kim Akers noted that the annual balloon payment from the City was received in the amount of \$200,000.

**B. Circulation and Event Statistics Report**

Bobbi Mock reported that circulation by material and circulation by patron type figures were down again in September contributing to the overall downward trend. Ms. Mock stated that the Strategic Planning Committee is looking at ways to reverse this downward trend in use of the physical library. The self checkout was used for only 29.19% of the

total checkouts representing a decrease in usage despite moving one of the self checkouts into the children's area. The final round of e-cards for Quincy Senior High School students were distributed in September bringing the total number of e-cards to 1,490. Ms. Mock noted that the day those cards were given to the students, several students came in with their parents to get full access library cards. Use of all of the virtual services were up. Katie Kraushaar noted that each month sees new users taking advantage of these services. The library scrapbooks are being scanned, which accounts for the high use number for the document station in September. The Library saw a daily average of 439 people visiting the Library in September with a high of 736 on September 13 for the Big Read Kickoff. In answer to a question, Ms. Mock stated that the 14-day grace period for library checkouts ended on September 19, and the Library is back to a one-day grace period. She noted that this extended grace period negatively affected fine revenues, but did provide the information that the average patron kept their materials out only five extra days past the original two week checkout. She would like the Board to consider extending the checkout period from two weeks to three weeks and change the renewal structure to only two additional renewals instead of three. She has asked the Policy Committee to meet and discuss this and other policy changes.

### **C. Library Report**

Bobbi Mock reported that Kemner's has completed the work on the exterior of the building, and Adams County Glass replaced one of the upstairs windows that leaked. Mac's Electric has started the work on the foundation, but needs to wait until there is a heavy rain from the west or southwest to see exactly where the rain is coming in before they begin digging. The puppet shows resumed in September, but children were kept entertained by their adventures as the puppets went on "vacation" during the summer. Members of a library Facebook group sent postcards from the puppets as they traveled around the world. Natascha Will shared the postcards and a map of the world with the children throughout the summer. Katie Kraushaar reported that the Library participated in a number of off-site events in September including a Baby Expo, Art Fest, Quincy University's Balloon Glow, and the Quincy Art Center's Salvage Salon. In addition, Library staff and teens participated in a number of Back to School nights at area schools to promote library card sign-up and library services. Bill Waters, Anna Luparell, and Deborah Riddell presented sessions at Quincy Conference on library services and promoted the new student e-cards.

Michael Hall reported that TAB members enjoyed the first of several Halloween-themed events with Dr. Johnson's Lab Escape Room held on October 3. Teens are invited on a tour of Woodlawn Cemetery on October 13 and will be dressing up for Wii Wednesday on October 31. Members of TAB are planning on promoting TAB and teen library events in the schools on a regular basis.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Angela Ketteman:** Angela Ketteman presented the Expenditure Approval List for the month ending September 30, 2018, in the amount of \$42,293.86. Kim Akers noted a payment to Book Pal for the 1000 Books Before Kindergarten books paid after the August invoices were approved, which was included in the September payables. There being no further discussion, Judy Crocker moved to approve the September invoices in the amount of \$42,293.86 as presented. Beth Young seconded and

the motion carried.

**B. Finance – Angela Kettelman:** Angela Kettelman reported that the Finance Committee did not meet. Ann Behrens stated that she and Ann Scott filed an appeal to the IMRF invoice and requested an exemption of approximately \$5,000. There was a 30-day filing window; City Comptroller Sherri Ray signed and submitted the appeal. It will be 8 to 16 weeks before the determination is made. Ms. Behrens stated that IMRF will approve the exemption, deny it outright, or amend the exemption. Once the determination is made, the invoice must be paid immediately.

**C. Building & Grounds – Kathy Citro:** Kathy Citro reported that the Building and Grounds Committee met on October 9 just prior to the Board meeting. The committee discussed the maintenance agreements submitted by Keck Heating & Air Conditioning and Peters Heating & Air Conditioning. Kathy Citro moved that the Board approve the HVAC maintenance agreement from Keck in the amount of \$1,550 per quarter or \$6,200 per year as recommended by the Building and Grounds Committee. Christopher Pratt seconded and the motion carried.

**D. Personnel - Judy Crocker:** Judy Crocker reported that the Personnel Committee has met several times since the September Board meeting to discuss the search for an Executive Director. She will report on their progress during the Executive Session.

**E. Policy – Dwain Preston:** Dwain Preston reported that the Policy Committee did not meet.

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

## **VIII. UNFINISHED BUSINESS**

**A. Tracy Family Foundation Strategic Planning Workshops.** Bobbi Mock reported that the weekly meetings concluded on October 5, but there is one final compression workshop scheduled for Friday, November 2, 2018. This is a workshop specifically for Quincy Public Library. The group will use the information amassed to determine goals and prioritize projects. Ms. Mock stated that all three Library Boards and support organizations such as the Friends and the Great River Genealogical Society have been invited to participate. She asked if one QPL Board Member would be able to attend the meeting. Pam Rein agreed to represent the Board. It was noted that the Strategic Planning Committee will resume meeting in November to complete the Library's Strategic Plan.

## **IX. NEW BUSINESS**

**A. Audit Report – Wade Stables.** Carrie Peters of Wade Stables presented the FY17/18 Audit Report and distributed copies of the report. She stated that they found the financial statements to be materially correct and showed no material weaknesses. They had no recommendations for the Library. She stated that the staff buy out of vacation and sick days and the decrease of PPRT funds resulted in a loss for the year of \$282,961. The revenue came in at \$7,809 under budget and expenses came in at \$109,585 under budget resulting in a carry-over of \$101,776. She noted that the Foundation's funds are included

as part of the QPL audit, which ended the year with an increase of \$61,780 in income. There being no further discussion, Christopher Pratt moved to accept the audit as presented. Angela Kettelman seconded and the motion carried. Ms. Peters was thanked for her presentation.

**B. City of Quincy Roadmap to Financial Sustainability.** Pam Rein stated that this report was presented to the City Council on October 1, 2018. Ann Behrens emailed the full report to the Board. Ms. Rein stated that this report is simply a compilation of ideas on how to increase revenue and decrease expenditures for the City of Quincy. Nothing is definite and everything in the report is up for discussion. She noted that some of the information may not be accurate, although the financial information about the Library included in the report seems to be correct. It is unclear if the City will hold public discussions about the information contained in the report. Each item has a “Next Step” recommending that the information be reviewed by various City Committees and the City Council, but not specifically discussed in a public forum. Ms. Rein recommends that the Board review the report and discuss the items pertaining to the Library. She suggested that the Board be more visible and active during the upcoming budget process, and promote the Library’s activities and statistics to the City Council on a regular basis.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

Beth Young moved to adjourn into Executive Session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Angela Kettelman seconded and the meeting was adjourned at 6:55 p.m. QPL Board members and Ann Behrens were invited to remain.

Beth Young moved to adjourn from closed session at 7:55 p.m. Angela Kettelman seconded and the regular session meeting reconvened. Kathy Citro moved to offer the Executive Director position to the candidate discussed in Executive Session with the proposed contract. Angela Kettelman seconded and the motion carried.

There being no further discussion, Beth Young moved to adjourn the regular session at 8:00 p.m. Dwain Preston seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers