

**Quincy Public Library
Board of Trustees Meeting
November 13, 2018
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, November 13, 2018, with Lynn Niewohner presiding. Trustees present: Pam Rein, Beth Young, Kathy Citro, Angela Ketteman, Dwain Preston, Christopher Pratt, and Judy Crocker. Trustees absent: Tom Ernst. Others present: Janice Riley – TQ Liaison, Michael Hall – TAB Representative, Kathleen Helsabeck, Kim Akers, Bobbi Mock, and Katie Kraushaar.

I. APPROVAL OF AGENDA

Christopher Pratt moved that the agenda be approved as presented. Pam Rein seconded and the motion carried.

II. APPROVAL OF MINUTES

Christopher Pratt moved to approve the regular meeting minutes from the October 9, 2018, meeting as presented. Judy Crocker seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

Six comments were received from the public comment box. An email from Phyllis Asinyanbi was received complimenting the Library and Val Stark for the homebound delivery service.

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 October 31, 2018, was \$877,614.24. Total assets were \$877,704.24. Total liabilities were \$44,366.37.

B. Circulation and Event Statistics Report

Bobbi Mock reported that circulation by patron type numbers were up in October. She stated that staff were starting a library-wide inventory of materials, which was reflected in the high in-house use numbers. Desk and self-checkout numbers were not available, but use of the lockers at County Market, Iles, and Lincoln-Douglas were up significantly. In answer to a question, Ms. Mock stated that use of the self-checkout kiosk that was moved into the children's area remains about the same as when it was in the lobby. She has received several negative comments from patrons with disabilities about the lack of a sit-down station, and reiterated that she would like to purchase another sit-down station for

the lobby. She noted that the new stations have the ability to interface with the Library's reservation software and provide reader's advisory service for an estimated cost of approximately \$7,000 to \$8,000. Ms. Mock reported that the next round of e-cards for QPS students was distributed to Quincy Junior High School. Staff will begin working on e-cards for elementary students in the coming weeks. Katie Kraushaar reported that virtual services numbers were up again this month and noted that they are strongly considering increasing the amount of Hoopla checkouts for patrons. The Library has recently started adding event posts to Facebook to increase traffic and take advantage of free marketing. Door count was nearly identical to October of 2017 with a daily average of 437 patrons. Beth Young asked if the Board had considered providing a "snapshot" of these numbers to the City Council. Kathleen Helsabeck replied that she attended the November 5 City Council meeting where she highlighted several circulation figures and emphasized the customer service staff does on a daily basis. Kathy Citro recommended also putting these numbers on Facebook as a "did you know" post to further showcase circulation, material, program attendance, and other usage statistics.

C. Library Report

Katie Kraushaar reported that renovations to the Administration Conference Room have begun, and Kathleen Helsabeck will be moving into that room in the near future. Bobbi Mock will then move into the former Executive Director's Office. The Big Read wrapped up in October with events for all ages including the Instrument Petting Zoo for children and the Square Pegs Group-Troupe family event. The Library has become an official site for National Novel Writing Month (NaNoWriMo), and is offering weekly writing workshops to encourage aspiring writers. The 1000 Books Before Kindergarten program was launched on October 15, and several families have already signed up to participate. The Friends enjoyed a great weekend for their annual Fall Book Sale and realized nearly \$2,900 for their efforts.

Kathleen Helsabeck thanked the Board for hiring her and highlighted several projects she has started. She met with most of the staff and asked them what they liked most about their job, goals for the future, goals for the Library as a whole, and what they would like changed. She noted that staff are definitely dedicated to the Library and patrons and are a great staff. Ms. Helsabeck also reported on the new advocacy efforts where patrons are being encouraged to contact their aldermen and the Mayor to share positive experiences about the Library. As part of this effort, she is also working on project outcomes, patron surveys, and increased social media presence for the Library. She stated that she is also pursuing a donor development plan for the Mary Weems Barton/Quincy Public Library Foundation, which was developed by Ruth Cuthbertson as part of a donor workshop series she attended.

Michael Hall reported that teens enjoyed the Woodlawn Cemetery tour and the Wii Wednesday Halloween Party, both of which were well attended. The Sammy the Squirrel Scavenger Hunt held on November 10 at South Park had only three people attend because of the weather; TAB will look at moving that event to another month. He noted that November is a slower month for teen programs because of the holidays.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List for the month ending October 31, 2018, in the amount of \$46,050.37. There being no further discussion, Angela Ketteman moved to approve the October invoices in the amount of \$46,050.37 as presented. Chris Pratt seconded and the motion carried.

B. Finance – Angela Ketteman: Angela Ketteman reported that the Finance Committee met on November 13 just prior to the Board meeting. The committee was informed that the Library received a bequest from the estate of Virginia Huston in the amount of \$80,000. The committee recommended that the funds be invested with the MWB Foundation to earn the best possible return on investment. There being no further discussion, Pam Rein moved to approve this recommendation as presented. Chris Pratt seconded and the motion carried. It was suggested that this bequest be remembered on a faux book and plaque on the Foundation memorial wall in the lobby. Ms. Ketteman then stated that she will be working with Kathleen Helsabeck and Ann Scott to develop a draft FY19/20 budget. Lynn Niewohner reported that she and Ms. Helsabeck recently met with Jim Murphy and Mayor Kyle Moore to discuss the possibility of the City no longer providing health insurance to Library employees. The City released a sustainability report to address possible ways to increase revenues and reduce expenses for the City, which includes no longer providing health insurance and reducing subsidies to the Library. Ms. Niewohner stated that the Finance Committee will be meeting soon to continue this discussion. Ms. Helsabeck briefed Library Attorney Joe Duesterhaus on the situation; he will be meeting with the committee and advising the Board on their options.

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 minutes of which were included in the Board packet. She noted that Kathleen Helsabeck signed the annual Maintenance Agreement with Keck Heating and Air Conditioning as approved by the Board.

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 met on October 24 where they discussed several policy revisions and one new policy. There being no discussion on any of the policy revisions, Chris Pratt moved to approve the revised Loan and Renewal Policy as presented. Angela Ketteman seconded and the motion carried. Chris Pratt moved to approve the revised Teacher Loan Policy as presented. Pam Rein seconded and the motion carried. Chris Pratt moved to approve the revised Library Meeting Rooms Policy as presented. Pam Rein seconded and the motion carried. Chris Pratt moved to approve the revised Reference Service Policy as presented. Pam Rein seconded and the motion carried. Angela Ketteman moved to approve the revised Wireless Internet Use Policy as presented. Chris Pratt seconded and the motion

carried. Christ Pratt moved to approve the proposed Proctored Exams Policy as presented. Pam Rein seconded and the motion carried.

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

VIII. UNFINISHED BUSINESS

- A. **Update on Strategic Planning.** Bobbi Mock reported that the compression planning workshop for the Library was held on November 2, and she thanked everyone who attended for their input. As a result of that workshop, she has developed two draft vision statements for the Library. She distributed copies of the vision statements and asked that the Board be ready to adopt one of them, or propose a new statement, at the joint December Board meeting date of December 11, 2018.

IX. NEW BUSINESS

A. **FY2019 Per Capita Grant Requirements.** Kathleen Helsabeck stated that she sent an email to the Board asking them to watch one of several linked videos to satisfy the continuing education requirement for the FY2019 Per Capita Grant about meeting the needs of patrons with challenges or disabilities. A copy of the email was also included in the Board packet. Pam Rein stated that she had watched one of the videos.

B. **Approval of 2019 Holiday Schedule.** A copy of the 2019 Holiday Schedule was presented to the Board. There being no comments, Chris Pratt moved to approve the schedule as presented. Dwain Preston seconded and the motion carried.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

There being no further discussion, Pam Rein moved to adjourn the meeting at 6:50 p.m. Kathy Citro seconded and the motion carried.

Respectfully submitted,
Kimberly Akers