

**Quincy Public Library
Board of Trustees Meeting
Tuesday, January 16, 2024
Minutes**

The regular meeting of the Quincy Public Library Foundation Board of Trustees was called to order at 6:00 p.m. on Tuesday, January 16, 2024. Trustees present: Angela Ketteman, Cheryl Predmore, Jon Hoover, Megan Duesterhaus-AuBuchon, & Ben Uzelac. Trustees absent: Dean LaVelle, Lena Jones, Harry Ruth. Clairice Hetzler was in attendance at 6:10 p.m. Others present: Executive Director, Kathleen Helsabeck, Pam Schaffer and Jess Givens.

I. CONSENT AGENDA & MEETING MINUTES

The board discussed and decided to remove Finance Documentation and Finance Committee Report from the agenda, which will be discussed in New Business. Jon moved to approve the consent agenda and meeting minutes from December and Megan seconded. The motion carried.

II. FRIENDS OF THE LIBRARY

Geri reported that the Friends of the Library board finished installing new officers for the new year. She also reported that the Christmas luncheon was a great success and thanked Dean, Kathleen, and Jon for attending. She also reported that Friends of the Library gave Quincy Public Library \$32,403.

III. DIRECTOR'S REPORT

Kathleen informed the board that the new completion estimate for the Mobile Library has now been pushed to Quarter 4 of 2024. The reason is that they only just recently received the chassis on December 4, 2023. The library is writing a grant for the NEA Big Read for the book *The Bear*. The grant is due on January 17, 2024, and we'll hear if we received it sometime in April or May.

Gina Miller, Mobile Library Librarian, wrote a grant and was awarded \$3,000 from the Samantha Otte Youth Opportunity Fund, and these funds will be used for laptops. She is also in the process of writing a grant to the Quincy Service League for technology and programming supplies and equipment.

The library is grateful to the Rotary for the video storytelling grant that was on social media feeds 30,000 times and clicked on 10,942 times. The Tracy Family Foundation match was completed around December 21, 2023, and a donor through the Community Foundation donated to complete the whole campaign.

Every Tuesday afternoon, the library hosts Minecraft Club for tweens to play on their own device or one of the library's iPads. Unfortunately, the iPads are too old, and would stop working, so the plan was to replace them. Additionally, Madeline and Bridget from YA visited the junior high and shared information about our Minecraft Club. Several more tweens attended the program, and we received feedback that they would like to play together in the same world/realm. As a result, the library purchased Nintendo Switch Lites and associated materials to put on this program. Tweens have played on the new switches and really enjoy them.

IV. UNFINISHED BUSINESS (LETTER TO MAYOR AND SUNDAY HOURS)

Angela and Kathleen presented to the board an updated draft letter to the mayor. Discussion consisted of rewording some of the language. Kathleen will edit as needed. Clarification on electricity rates was also discussed regarding the request including that. Further review of utility usage will take place to validate the requested figure for inflation. The board agrees that along with a few edits, the letter is ready to be sent to the mayor.

Discussion on Sunday hours began reporting that the finance committee suggested pushing the Sunday hours to the strategic planning agenda. The board agreed that without further review and discussion of the idea, there is no urgent need to place impact on the staff or the budget just yet. Megan thanked the staff in attendance for their feedback and ideas. She also voiced that if we cannot guarantee two consecutive days off for staff, then we do not have the capacity to open another day. Angela suggested if we do not get the increase that we are requesting from the city, then we more than likely cannot afford the change. Jon stated he would like to see the library meet the state guidelines by adding one more hour of operation in the mornings and requested the cost of that potential change. The board agrees that opening on Sundays might be a better discussion for the future if staffing and budgeting can be increased.

V. NEW BUSINESS

Cheryl motioned to approve the Expenditure Approval Report for January, Megan seconded, and the motion carried. The roll call vote was as follows:

Cheryl:	yes	Jon:	yes	Megan: yes
Harry:	absent	Clairice:	yes	Lena: absent
Dean:	absent	Angela:	yes	Ben: yes

Kathleen presented to the board the changes made to the employee handbook. Megan motioned to approve the changes and Clairice seconded. The motion then carried.

VI. FINANCE COMMITTEE MEETING REPORT:

The committee discussed adjusting the drafted letter to the mayor into a new format for clearer viewing and to add information supporting the need for extra funds for unanticipated events such as the recent HVAC maintenance and the cyber incident.

The committee discussed the potential for adding operational hours to Sundays. Currently, as the library policies are worded, opening on Sundays with fewer staff would be cause for a safety concern. Additionally discussed, was to take on a new financial impact without proper forecasting would be unwise while we are still in the process of

working on a budget increase with the city that is not guaranteed. The committee recommended the Sunday hours discussion be added to the strategic planning agenda. Kathleen stated that Alderman Rein approached her about the details of the library becoming a district library as opposed to a city library. She stated that several councilmen are interested in seeing the library budget more transparent and not in the city's budget. After further discussion, Kathleen voiced that a secure funding source is a major obstacle that the library faces every year, and that becoming a district where the board can control the levy might strengthen library resources.

VII. FINANCE DOCUMENTS:

Upon review of the financial documents provided by Lauterbach & Amen, Kathleen informed the board that it appears as though the city has, for at least the past year, been entering staff W-4 documentation incorrectly.

Ben suggested sending tax issues to the finance committee of the city council for discussion along with Jeff Mayes and the mayor. The board agrees the library has no liability for the error.

Wade Stables has still not received IMRF information from the city. The plan is to present next month.

VIII. PUBLIC COMMENTS

QPL staff members showed their appreciation to Kathleen for including them in the Sunday hours discussion and thanked her and the board for considering their feedback.

IX. EXECUTIVE SESSION

Clairice motioned to go into Executive Session at 6:56 p.m., Megan seconded, and the motion carried. The roll call is as follows:

Jon: yes	Megan: yes	Ben: yes
Harry: absent	Clairice: yes	Lena: absent
Dean: absent	Angela: yes	

Cheryl motioned to come out of executive session and Jonathan seconded. The motion carried and the executive session closed at 7:08 p.m.

The board met in executive session to discuss the employment, discipline, performance, or dismissal of specific employees.

There being no further discussion, Jonathan motioned to adjourn, and Megan seconded. The regular meeting was then adjourned at 7:08 p.m.