



# QUINCY PUBLIC LIBRARY

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## **Quincy Public Library Board of Trustees Meeting Tuesday, November 18, 2025 Minutes**

The meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 pm on Tuesday, November 18, 2025, by President Jon Hoover. The roll call attendance was as follows:

Jon Hoover:	Present	Clairice Hetzler:	Present
Lena Jones:	Absent	Dean LaVelle:	Present
Scott Walden:	Present	Jake Reed:	Present
Tony Crane:	Absent	Harry Ruth:	Absent
Megan Dusterhaus:	Present		

Present: 6                      Absent: 3  
Others present: Natascha Will and Jennifer Burkett

### **I. APPROVAL OF CONSENT AGENDA**

Jon Hoover asked if any trustees would like to remove any items from the Consent Agenda before approval. Dean requested to remove the Library Statistics Report, and Jon requested to remove the October minutes. Dean and Megan agreed. Dean then moved to approve the remaining items on the Consent Agenda. Jake seconded.

Jon Hoover – yes	Tony Crane – absent
Lena Jones – absent	Megan Dusterhaus – yes
Dean Lavelle – yes	Clairice Hetzler – absent
Scott Walden – yes	Harry Ruth – absent
Jake Reed – yes	

Yes: 6 | Absent: 3 | Motion carried.

### **II. PRESIDENT'S COMMENTS**

Jon stated that he would reserve some comments for later but acknowledged the significant transitions and challenges the board and library staff are currently managing. He commended everyone for their efforts, noting that progress is being made and expressed confidence that they will successfully navigate these changes.



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## III. PUBLIC COMMENTS

There were no public comments at this time. Jon asked about the sign-up sheet that was to be implemented.

## IV. FRIENDS OF THE LIBRARY

A representative of the Friends of the Library, reported that the October book sale generated \$1,400 in sales and \$405 in donations. She further noted that the bookstore performed exceptionally well during the month, earning \$3,000 in sales. Combined with additional revenue from coffee and miscellaneous items, the total income for October amounted to \$5,319. She also announced that Friends of the Library will host three sales next year. The first, a one-day collectible book sale, will be held on February 7. Two larger sales are scheduled for April 9–11 and October 8–10. Unlike 2025, there will not be three major sales next year. The representative also reminded board members and staff that they are invited to the Friends of the Library Christmas luncheon on December 8. To accommodate the number of attendees, two seating times will be offered: 12:00 p.m. and 1:00 p.m. The regular FOL meeting will take place during this gathering. Those wishing to attend should sign up at the bookstore or call extension 257 to have their name added to the list with their preferred time.

## V. RECOGNITION OF CORRESPONDENCE AND PATRON COMMENTS

No correspondence or patron comments at this time.

## VI. DIRECTOR'S REPORT

Natascha Will provided a comprehensive update on library operations. She highlighted improvements in the Children's Department, noting that Laney has elevated the quality of the bulletin board displays by featuring new books with themed decorations, which has positively impacted circulation. Staff also promoted the library at Quincy Community Theatre during *The Diary of a Wimpy Kid: The Musical* by showcasing related books and movies. The Circulation Department completed a full inventory of the Large Print collection to ensure accuracy. In IT, preparations are underway to meet federal accessibility requirements under ADA Title II, which mandate compliance with WCAG by April 2026. Natascha clarified that the IT department consists of one staff member, Jennifer, who has begun evaluating tools to improve website accessibility. Dean questioned whether compliance was addressed in the original website RFP and suggested that Library Market should handle this as part of their agreement. Megan noted that the ReciteMe tool may resolve compliance issues and Dean recommended talking with



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Library Market. Gina and Carrie from Outreach represented QPL at the Association of Bookmobile and Outreach Services Conference in St. Louis, where they presented *The Wild Ride of Getting a New Outreach Vehicle: What We Wish We'd Known* and attended sessions on outreach to memory care residents, incarcerated populations, underserved communities, and a keynote on intellectual freedom by the ALA President. Dean asked if they could know more about the presentation. Natascha asked if they wanted it to be presented at the next board meeting. Jon suggested that it didn't have to be at the meeting, but as a program that the public could attend. Dean also asked about services to the county jail; Natascha confirmed this is under consideration, and Jon offered assistance if needed. Regarding the Mobile Library, Natascha reported that Matthews Specialty Vehicles will transport the vehicle to North Carolina for warranty repairs on December 17, 2025, addressing peeling vinyl and rust near the wheelchair lift. While at the facility, Matthews will install an emergency escape hatch at no cost. The Mobile Library will be off the road for 2–4 weeks, after which a new spring schedule will launch with expanded routes and partnerships. In Technical Services, staff canceled backorders following Baker & Taylor's closure, updated WorkFlows, and reordered more than 500 items from Ingram. Facility updates included moving forward with replacing two exterior light poles; installation is pending scheduling. Finally, Natascha addressed staffing changes, explaining that recent transitions were unrelated to library issues. Four new employees will start December 1, additional interviews are scheduled, and a new administrative assistant will be hired.

## VII. UNFINISHED BUSINESS

### LIBRARY DISTRICT DISCUSSION

Jon opened the Library District discussion, noting that it remains on the agenda to determine next steps. He referenced prior suggestions to delay action until after the Executive Director search and proposed forming a committee to make progress and recommendations. Dean expressed strong support for moving toward a district model, while Megan indicated she is leaning in the opposite direction. Jon emphasized that this decision requires a coordinated, multi-step process rather than a single vote and asked whether the board preferred to hear from additional speakers or gather more information. Scott suggested obtaining a clear outline of the required steps, timeline, and legal considerations from the library attorney and director to guide decision-making. Jon agreed and noted that levy timing and budget planning are closely tied to this discussion, and the current year's window may be closing. Jake provided insight into City Council's mixed views, explaining that some members favor maintaining control over funding



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while others support library autonomy under a district model. Megan shared that the Mayor continues to believe the library should remain under the city and stressed the need to rebuild trust.

The board also discussed historical challenges with city services including accounting, IT, and health insurance. While accounting systems have improved, concerns remain about IT support and rising health insurance costs. Members acknowledged that becoming a district would be a significant and largely irreversible step, requiring careful consideration. The board agreed to pursue Scott's recommendation to have the attorney and director outline the process and timeline before making further decisions.

## MOBILE LIBRARY COLLECTION- POLICY COMMITTEE UPDATE

Jon reopened the Mobile Library discussion and requested an update from the Policy Committee. Scott reported no consensus to date. Natascha summarized her recent meeting with the superintendent of the Catholic elementary schools, noting the conversation was respectful but that simply removing specific titles or books with sexual content would not be sufficient for reinstating visits. Beyond a request to avoid anti-Catholic material, no clear actionable guidelines were provided. Natascha expressed concern about requests for title lists, explaining that incidental content (e.g., background characters such as a same-gender couple) may not be evident from titles or catalog searches, creating a practical screening challenge and risk of misunderstandings for both the schools and the library.

Dean reiterated that QPL cannot select materials based on religious beliefs and emphasized age appropriateness—especially in K–8 environments where a wide age range shares space—remains the library's central consideration. Megan affirmed that the Mobile Library was designed as a multi-generational, community-wide outreach service, not a school-specific library. Dean highlighted usage statistics showing strong demand for adult materials and suggested continuing to prioritize stops that serve older adults; Natascha confirmed ongoing nursing home outreach and described how staff adapt services (e.g., lobby stops) to improve accessibility. Scott observed that the original controversy centered on a single title that has since been temporarily removed from the Mobile Library, and that the Catholic schools have not indicated willingness to resume visits even with further restrictions.

Jon identified ongoing uncertainty about how titles are selected for the Mobile Library. He noted that *This Book Is Gay* was originally placed on the vehicle for a Pride event, which is understandable in an event-based outreach context, but underscored the absence of a written process for rotation and removal. He stressed that the board should set clear



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guidelines. Scott clarified that the board's referral to the Policy Committee is broader than any single title and should produce an overall collection policy for recommendation to the board. Megan and Clairice emphasized that clear policy protects both the library and staff. Natascha confirmed that, at present, staff follow QPL's Materials Selection Policy for all Mobile Library content using the same criteria applied to the main collection.

The board then addressed the status of the temporarily suspended book *This Book is Gay* from the Mobile Library. Dean moved to lift the temporary suspension of *This Book Is Gay* from the Mobile Library; Megan seconded. After discussion and clarification about voting procedure, the motion passed by a majority of members present making the title eligible for inclusion again.

Jon Hoover – yes  
Lena Jones – absent  
Dean Lavelle – yes  
Scott Walden – yes  
Jake Reed – opposed

Tony Crane – absent  
Megan Dusterhaus-yes  
Clairice Hetzler – abstained  
Harry Ruth – absent

Yes: 4 | Absent: 2 | Abstained: 1 | Opposed: 1 | Motion carried.

Jon requested that the Policy Committee clarify how the Mobile Library is defined going forward, whether it operates as a separate branch with a dedicated collection or as an outreach vehicle drawing from the main collection—because that decision will materially affect related policies and operations. Dean observed that peer libraries split on this point (some maintain dedicated bookmobile collections; others rotate items from the main collection), and he is compiling comparative examples. Jake added that circulation/popularity should be a major factor in selections. Jon invited trustees not on the committee to share input, reminding the board that any committee proposal will be returned to the full board for approval or amendment. Jon also noted that the Mobile Library will be off the road for approximately a month, with operations resuming afterward.

## EXECUTIVE DIRECTOR SEARCH COMMITTEE

Megan stated, as the chair of the Executive Director Search committee, she had requested that Interim Director, Natascha circulate a scheduling poll to the Executive Director Search Committee members to set a meeting date. She noted that committee work was



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deferred last month due to Finance priorities. Jon invited any trustees interested in serving on the committee to let him know and asked the committee to provide regular updates to the Board.

## QUINCY PUBLIC LIBRARY COMMITTEES – UPDATED LIST

Jon distributed an updated roster of Quincy Public Library committees. Trustees proposed several adjustments: Tony Crane and Megan Duesterhaus will serve on the Personnel Committee; Tony Crane will also serve on the Finance Committee (as affirmed at the last meeting). Jake Reed volunteered to join the Policy Committee and was welcomed by its chair, Scott Walden. Megan also requested a name correction, noting that her legal last name is Duesterhaus and that it is acceptable to remove the additional last name AuBuchon from future documents.

## VIII. NEW BUSINESS

### APPROVAL OF OPEN PAYABLES – OCTOBER 31, 2025 REPORT (ROLL CALL)

Megan made a motion to approve open payables. Dean seconded and the motion carried. The roll call vote is as follows:

Jon Hoover – yes  
Lena Jones – absent  
Dean Lavelle – yes  
Scott Walden – yes  
Jake Reed – yes

Tony Crane – absent  
Megan Dusterhaus-yes  
Clairice Hetzler – yes  
Harry Ruth – absent

Yes: 7 | Absent: 2 | Motion carried.

Megan confirmed that her review found no major concerns, but she asked about an accidental Holiday Inn Express charge. Natascha explained it was a card-on-file error; the library received a reimbursement check, which is attached to the documentation and will be reflected in the records. Megan also asked about an Adams Experts “after-hours support” entry. Jennifer clarified it was a planned firewall upgrade, scheduled after hours to avoid downtime; A check register was inadvertently included in the packet; Megan reviewed the 38 open checks listed. Dean inquired why KeyneLink was still being paid. Natascha noted October was the final month; the vendor confirmed termination of the monthly service, so no November payment will appear. Dean raised concerns about the





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apparent \$11,000 in periodicals vs. \$30,000 in books. Natascha explained that several charges were miscoded under Adult Periodicals (periodicals also include newspapers), and some digital items were miscoded under OCLC Tech; these will be reclassified to the correct budget lines (Children's, Outreach, Reference, Digital Services). Dean asked about newspaper subscriptions (e.g., New York Times, Wall Street Journal); Natascha noted strong daily in-house use and will verify subscription details.

## PROCEDURE FOR PUBLIC COMMENTS – QPL BYLAWS

To follow up on last month's vote to adopt the City's public comment structure for QPL Board meetings, Natascha added the item to the agenda to confirm the path forward. If the public comment structure were to be implemented the bylaws would have to be adjusted. Clairice noted that QPL's current practice allows five (5) minutes per speaker, a limit established when Dean served as Board President. Scott emphasized that the bylaws cannot be changed without written notice; any amendment must be presented in writing and approved, and until then the bylaws remain as written. Members also discussed uncertainty about which bylaws version is current—Scott's copy was reviewed May 12, 2015—while Clairice recalled several edits in the past six years, including updates within the last couple of years. Natascha is to find the bylaws or go through past minutes to find the changes to the bylaws and distribute the updated bylaws to the board.

## APPROVAL OF 2026 HOLIDAY SCHEDULE UPDATED

To correct an error in the previously approved holiday schedule, Natascha updated the entry for Good Friday: staff will receive four (4) hours of holiday time, and the library will close at 1:00 p.m. for the spring holiday. Scott moved to approve the adjusted holiday schedule, Jake seconded, and the motion carried.

The roll call vote is as follows:

Jon Hoover – yes

Tony Crane – absent

Lena Jones – absent

Megan Dusterhaus-yes

Dean Lavelle – yes

Clairice Hetzler – yes

Scott Walden – yes

Harry Ruth – absent

Jake Reed – yes



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## 26/27 BUDGET AND LEVY REQUEST

Megan reported that she met with Natascha to prepare budget scenarios for Board review and will not be present when they are discussed. She noted the urgency has eased because the City has already proceeded with its truth-in-taxation hearings; while QPL still owes a formal levy letter, the City is not waiting on it. Trustees observed that the City has published a levy, with charts showing higher property tax revenues tied to increased assessed values.

At the Finance Committee's request, Natascha presented four budget scenarios with preliminary PPRT estimates. Option 1: a 4.95% levy increase with the approved City general-fund subsidy, however, the ending balance fails the cash-reserve policy. Option 2: a 30% levy increase with no subsidy; the ending balance still does not meet the 15% reserve requirement. Option 3: a 4.95% levy increase with no subsidy and reductions to the collections budget; this yields a \$130,538 deficit and would require further cuts to staffing and hours—Natascha does not recommend this option. Option 4: a 50% levy increase with collections reductions; this would balance the budget. In discussion, Dean questioned cutting collections before programming, suggesting programs be reduced first; Natascha emphasized programming drives use and noted collections were only reduced to Illinois standards. Jon requested an additional scenario showing cuts to programming only for comparison. Dean expressed that a 50% levy increase is unlikely. Natascha noted City funding has remained largely flat since 2010 despite increasing property tax receipts. Jon clarified the current levy is .15 (set to offset subsidy reductions) and that a 50% increase would move it to .22. Jake reported the City is in the Truth-in-Taxation window for the next three weeks and confirmed the levy is set at .15 (~\$1.38M). Natascha referenced historical funding levels (e.g., .259 in 1999 and periods near .09 in recent years). Dean noted the levy reached .39 at one point and noted a district conversion could allow requesting that level; Natascha added that, as a Home Rule library, the City could increase the levy above .15. Scott thanked Natascha and recommended the Finance Committee convene and bring a formal recommendation to the Board. All board members were in agreement.

## ATTENDANCE OF CITY COUNCIL MEETINGS

Jon encouraged trustee presence at City Council meetings, asking each Board member to select a month to briefly share positive updates about the library. He emphasized that regular appearances help build relationships and raise awareness of QPL's services.





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## LIBRARY STATISTICS REPORT

Dean reviewed circulation statistics and noted that 179 non-resident library cards were issued in October, which is a significant uptick. He asked for a breakdown of where these patrons came from and suggested identifying the drivers behind the increase so the library can replicate successful outreach.

Dean also flagged ongoing reporting/accuracy concerns (e.g., large percentage changes). Jennifer reminded the Board that the Missouri intergovernmental agreement (IGA) was finalized around this time last year, which may be contributing to the spike.

## REGULAR MEETING MINUTES – OCTOBER 21, 2025

The Board reviewed the draft meeting minutes and identified several corrections required before approval. Jon and Natascha observed that the draft minutes differed from the usual format, likely due to time constraints as Jess completed them prior to her last day. Dean noted that the Board's discussion centered on age appropriateness rather than matters of faith, and asked that this emphasis be reflected in the minutes. Jon requested clarification of the motion wording to ensure it does not imply the book was removed from the collection. The Board's intent was to temporarily suspend the book from the Mobile Library while reviewing its placement, retaining it in the main library collection and keeping it available for checkout. Dean noted that in the minutes there was a comment that the Library Board had no reason to adjust the policy at this time under section four-Recognition of Correspondence. The minutes should state that related matters were referred to the Policy Committee for review. No policy changes were decided at this meeting; discussion will continue via the committee process. Given the length and complexity of the meeting, the minutes will be amended to incorporate these corrections and then the Board will proceed to approve them once they are reviewed.

## IX. PUBLIC COMMENT

Jill Arnold-Blickhan commended the meeting as substantive and urged Board members—especially the Policy Committee—to closely review the materials distributed at the last meeting on collection removal, cautioning against a potential “slippery slope.” She recommended starting with the existing Materials Selection Policy rather than drafting anew and, speaking as a teacher, emphasized that selection criteria should consider educational value and literary quality, not popularity alone. She thanked the Board and appreciated the discussion of differing viewpoints. Dean observed that the 700s collection appears thin and praised the Children's Department for effective displays and strong circulation. Jake suggested leveraging volunteers to support programming; Clairice noted



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that doing so would require dedicated oversight to recruit, schedule, and manage volunteers.

## X. ADJOURN

Scott made a motion to adjourn the meeting. Dean seconded and the motion carried. The meeting was adjourned at 7:45 pm