

Quincy Public Library
Board of Trustees Meeting (via Zoom online)
April 14, 2020
Minutes

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:07 p.m. on Tuesday, April 14, 2020, with Lynn Niewohner presiding. Trustees present: Christopher Pratt, Cheryl Predmore, Dwain Preston, Pam Rein, Angela Kettelman, Tom Ernst, Kathy Citro, and Judy Crocker. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, and Burgundy Hill. Trent Lepper from Winters Insurance, Mike McCaughey from Cason Huff & Schlueter, and Marcus Henthorn from Gallagher were also present.

I. APPROVAL OF AGENDA

Pam Rein moved to approve the agenda as presented. Angela Kettelman requested that public comments be moved to the beginning of the agenda, and moved that the agenda be amended as requested. Tom Ernst seconded and the motion carried.

II. APPROVAL OF MINUTES

Dwain Preston moved to approve the March 10, 2020, regular meeting minutes as presented. Pam Rein seconded and the motion carried. Pam Rein moved to approve the March 16, 2020, special meeting minutes as presented. Angela Kettelman seconded. After a brief discussion about the content of the meeting and the accuracy of the minutes a vote was called and the motion carried. Angela Kettelman moved to approve the March 19, 2020, special meeting minutes as presented. Cheryl Predmore seconded and the motion carried. Cheryl Predmore moved to approve the April 7, 2020, special meeting minutes as presented. Pam Rein seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Lynn Niewohner welcomed everyone to the meeting.

IV. RECOGNITION OF CORRESPONDENCE

No correspondence was presented.

V. PUBLIC COMMENTS

The public was welcomed to the meeting and were reminded to keep their comments brief. Trent Lepper of Winters Insurance stated that he worked closely with Kathleen Helsabeck to review and compare the various liability insurance quotes. He recommended that the Library contract with Libraries of IL Risk Agency (LIRA), which is a pool of 56 Illinois libraries and is administered by Gallagher. He noted that LIRA has no shared limited, and Winters is the local representative for LIRA. Mike McCaughey from Cason Huff & Schlueter stated that he recommended that the Library contract with Selective Insurance, which is an A-rated company with guaranteed costs and is not assessable. He noted that the premium quote from CHS was \$21,560 plus \$5,174 for workers compensation coverage for a total premium of \$26,734. Marcus Henthorn from Gallagher noted that LIRA was fully funded and not an assessable program. Lynn Niewohner thanked everyone for their comments.

VI. LIBRARY REPORTS:

A. Financial Report–Angela Ketteman

Angela Ketteman reported that the balance in the Homebank Operating Fund as of March 31, 2020, was \$935,698.53. Total assets were \$935,788.53. Total liabilities were \$59,405.46.

B. Director’s Report

Kathleen Helsabeck reported that she presented the Library’s FY20/21 budget to City Council on April 13. She felt the presentation went well, but Mayor Moore called her on April 14 to ask her to cut at least \$100,000 from the budget. She noted that the Library will save \$30,000 on the April 30 payroll after furloughing most of the staff, and if the staff remain on furlough through May 15, an additional \$30,000 will be saved. She is working on cutting another \$40,000 from the budget. The Mayor has asked that a revised FY20/21 budget be submitted by April 20. Pam Rein asked if the Mayor indicated that the \$100,000 in cuts would be sufficient or if this is just the tip of the iceberg. Ms. Helsabeck stated she was unsure, but any additional cuts would be extremely difficult. Tom Ernst stated that he believes the \$100,000 will be sufficient. Ms. Rein also noted that the city payments are in arrears, which will affect payments to the Library. She feels the Library should look for more ways to save and stay afloat. Mr. Ernst noted that aldermen were concerned about the compensation increase of \$40,000 included in the Library’s budget. Chris Pratt stated that no other department in the City has employees who are paid at or near the current minimum wage. In order to comply with the minimum wage increase from the State, the Library must increase compensation across the board gradually or risk additional penalties from IMRF. Ms. Helsabeck also reported that the Friends of the Library are concerned about the staff and would like to do something for them once everyone is back at work.

VII. COMMITTEE REPORTS:

A. Audit – Angela Ketteman: Angela Ketteman presented the Expenditure Approval List for the month ending March 31, 2020, in the amount of \$72,329.20. She noted two payments to Keck for repairs to the compressor and bearings in the amount of \$6,440.50. She also noted that the electricity payment to Homefield was less than last month. Tom Ernst asked why the Library was still paying for employee life insurance through the City. Ms. Ketteman replied that at the time it made sense to stay with the City for employee life insurance since it was a nominal cost to the Library. Trent Lepper was asked to provide a quote for employee life insurance in addition to the current employee health insurance policy. It was noted that the new insurance cycle will begin on May 1. Several payments to area libraries for lost RSA materials was noted. Kim Akers stated that QPL must reimburse libraries when one of our patrons loses or damages materials borrowed through RSA. Bobbi Mock typically holds these payments to allow patrons time locate the lost materials so the owning library does not have to pay QPL back if the item is found. Because it is close to the end of the fiscal year, Ms. Mock submitted these reimbursements for payment. There being no further discussion, Angela Ketteman moved to approve the March 31, 2020, Expenditure Approval List as presented. Dwain Preston seconded. A roll call vote was held with the following results:

Judy Crocker	yes	Dwain Preston	yes
Cheryl Predmore	yes	Chris Pratt	yes

Angela Ketteman	yes	Pam Rein	yes
Lynn Niewohner	yes	Tom Ernst	yes
Kathy Citro	yes		

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

B. Finance – Angela Ketteman: Angela Ketteman reported that the Finance Committee met on April 8 to discuss and recommend the purchase of liability insurance. Ms. Ketteman explained that Trent Lepper and Mike McCaughey asked to speak at the meeting to explain their respective insurance policies and companies to help the Board make an informed decision. She noted that the Finance Committee reviewed the spreadsheet comparing the policies and is recommending that the Board contract with LIRA to provide liability insurance. Tom Ernst stated that the comparison spreadsheet should have been provided to the board well before the meeting to allow for better review of the policies. He also noted that the amount Mr. McCaughey referred to in his comments is different from the amount on the comparison spreadsheet. Kathleen Helsabeck explained that CHS included a rider for any claims for abuse and molestation at a cost of \$1,700 per year. Mr. McCaughey explained that CHS is providing this rider at no additional cost. Ms. Helsabeck apologized for the discrepancy noting that she was not aware the Library was not being charged for this rider. Lynn Niewohner stated that the Library has already notified the City that they will not be renewing their MICA coverage, which will end April 30, 2020. She asked that the Board either approve the contract with LIRA as recommended by the Finance Committee or empower the Finance Committee to further review the quotes and make a final decision on behalf of the Board before April 30. Pam Rein asked if the Board could discuss this issue in executive session. Chris Pratt stated that because this is a staff benefit, it could be discussed in executive session. The motion was tabled until after the executive session.

C. Building & Grounds – Kathy Citro: Kathy Citro reported that the Building & Grounds Committee did not meet. Lynn Niewohner asked that the committee meet to review the building maintenance plan.

D. Personnel - Judy Crocker: Judy Crocker reported that the Personnel Committee did not meet, but will need to schedule a meeting soon.

E. Policy – Dwain Preston: Dwain Preston reported that the Policy Committee still has the revisions to the Sick Leave Bank to consider, and asked that the committee meet to discuss this policy as soon as possible.

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

G. Ad Hoc – Labor Negotiations. Judy Crocker reported that the Ad Hoc Labor Committee has met with the Union several times. She will update the Board in Executive Session.

VIII. UNFINISHED BUSINESS

A. Continued Discussion of COVID-19 Situation. Kathleen Helsabeck stated that

she and Kim Akers continue to answer questions from patrons and handle daily business at the Library. Lynn Niewohner stated that she, Angela Kettelman, Judy Crocker, and Ms. Helsabeck called each staff member to inform them of the furlough decision and advise them on applying for unemployment. She stated that most of the staff were very understanding of the Board's decision and want to come back to work as soon as possible. She assured all staff that no one will lose their job and everyone will be back at work as soon as the stay-at-home ban is lifted. Ms. Helsabeck stated that several staff members have experienced problems with applying for unemployment online, and she has been assisting them with that process. Judy Crocker stated that she called employees a second time to ask if they were able to successfully apply for unemployment benefits and if they had any further questions. Chris Pratt asked if there was any concern that the Library would be stuck with a huge unemployment insurance cost after employees return to work. Ms. Niewohner stated that she was led to believe that would not happen and there would be no negative financial implications for the Library due to unemployment.

IX. NEW BUSINESS

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

Pam Rein moved to adjourn into executive session. Dwain Preston seconded and the Board moved into executive session at 6:50 p.m. QPL Board members and Kathleen Helsabeck were invited to remain. The Board reconvened into regular session at 6:59 p.m. Angela Kettelman moved to approve contracting with LIRA for liability insurance as recommended by the Finance Committee. Tom Ernst seconded. A roll call vote was held with the following results:

Judy Crocker	yes	Dwain Preston	yes
Cheryl Predmore	yes	Chris Pratt	yes
Angela Kettelman	yes	Pam Rein	yes
Lynn Niewohner	yes	Tom Ernst	yes
Kathy Citro	yes		

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

Lynn Niewohner stated that there will be special QPL Board meeting on Tuesday, April 28, 2020, at 5:30 p.m. via video-conference. There being no further discussion, Tom Ernst moved to adjourn the regular session at 7:01 p.m. Pam Rein seconded and the motion carried.

Respectfully submitted,
Kimberly Akers