

**Quincy Public Library**  
**Board of Trustees Meeting (via Zoom online)**  
**May 12, 2020**  
**Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, May 12, 2020, with Lynn Niewohner presiding. Trustees present: Christopher Pratt, Cheryl Predmore, Dwain Preston, Pam Rein, Angela Ketteman, Tom Ernst, Kathy Citro, and Judy Crocker. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Christa Johnson – TQ Liaison.

**I. APPROVAL OF AGENDA**

Pam Rein moved to approve the agenda as presented. Tom Ernst seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Dwain Preston moved to approve the April 14, 2020, regular meeting minutes as presented. Kathy Citro seconded and the motion carried. Pam Rein moved to approve the April 28, 2020, special meeting minutes as presented. Tom Ernst seconded.

**III. PRESIDENT'S COMMENTS**

President Lynn Niewohner welcomed Christa Johnson from the TQ Board to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

A card from Marge Kline was received thanking the Library staff for they do and asking the Board to reconsider the decision to temporarily close. A letter from Blessing Health System was received thanking the Library for the work it is doing during the pandemic along with artwork from the hospital's early learning center.

**V. PUBLIC COMMENTS**

Burgundy Hill stated that she appreciated all the work the Board has done on behalf of the staff and she was ready to be back at work.

**VI. LIBRARY REPORTS:**

**A. Financial Report–Angela Ketteman**

Angela Ketteman reported that the balance in the Homebank Operating Fund as of April 30, 2020, was \$1,050,051.62. Total assets were \$1,050,141.62. Total liabilities were \$15,640.83.

**B. Director's Report**

Kathleen Helsabeck reported that she has received two of three quotes for the accounting services for the Library. She is asking the Finance Committee to meet to review the quotes. Coulter Asphalt started resealing and restriping the parking lots on May 12. Keck Heating and Air will be installing a new air handler the week of May 11.

**VII. COMMITTEE REPORTS:**

**A. Audit – Angela Ketteman:** Angela Ketteman presented the final Expenditure Approval List for FY2019/2020 ending April 30, 2020, in the amount of \$29,654.13. She noted that the electricity costs were down again this month. There being no further discussion, Angela Ketteman moved to approve the April 30, 2020, Expenditure Approval List as presented. Cheryl Predmore 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.

Ms. Ketteman then presented the first Expenditure Approval List for FY2020/2021 in the amount of \$6,739.12. There being no discussion, Angela Ketteman moved to approve the May 12, 2020, Expenditure Approval List as presented. Pam Rein 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 did not meet, but did have two motions for approval. The first is revisions to the FY19/20 budget. Kim Akers stated that these are the final numbers until the annual audit is completed. After the auditors have reviewed the financial reports, they will make recommendations and a final carryover amount will be determined. The audit is typically done in June, but may not be completed until July because of COVID-19. There being no further discussion, Angela Ketteman moved to approve the revisions to the FY19/20 budget as presented. Dwain Preston seconded. A roll call vote was held with the following results:

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

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

Ms. Kettelman then presented the proposed FY20/21 budget. Kathleen Helsabeck stated that she cut \$100,000 from the budget at the City's directive. She noted she was able to cut some from the payroll budget due to the staff furloughs, and was able to save \$6,000 when the Library moved from the City's MICA coverage to the LIRA liability insurance. The remaining cuts came from the print materials line, which was decreased by \$38,000. She has not decreased the audio/visual or digital materials line, but may need to if there are further reductions from the City. City Comptroller Sheri Ray has indicated that the Library may lose an additional \$43,000 in PPRT, but that is not definite yet. Tom Ernst stated that the City Council is set to review City budget numbers on June 1. Lynn Niewohner asked why the salary line was higher than last fiscal year. Ms. Helsabeck replied that she kept the increases for team leaders and the part-time IT position in the budget. There being no further discussion, Angela Kettelman moved that the Board approve the FY20/21 budget as proposed, but noted that it may have to be revised at a later date. Kathy Citro seconded. A roll call vote was held with the following results:

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

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

**C. Building & Grounds – Kathy Citro:** Kathy Citro reported that the Building & Grounds Committee met on May 7 where they discussed the FY20/21 building maintenance project list. Ms. Citro thanked Will Matlick for preparing the list, and noted the largest project to repair and replace the Dryvit on the outside of the building at an estimated cost of \$67,000. The next largest project is the replacement of windows in the reference and children's craft areas at an estimated cost of \$24,000. Ms. Citro stated that the committee asked Mr. Matlick to get one or two more quotes as these projects were above the \$20,000 competitive bid threshold as set by the State. The total cost of all building projects is \$131,984.31. Lynn Niewohner stated that once the QPL Board approves the projects list, she will convene a meeting of the presidents of the TQ Board, the Foundation Board, and the Friends of the Library to review the list and discuss funding options. Tom Ernst expressed some concern that the City might reduce the amount of the subsidy if the Library finds other funding prospects. Angela Kettelman stated that the Mayor encouraged the Library to go after grants and secure other funding options to offset the Library's expenses and does not foresee any problems from the City. There being no further discussion, Kathy Citro moved to approve the FY20/21 building and other projects list as presented. Dwain Preston seconded and the motion carried.

**D. Personnel - Judy Crocker:** Judy Crocker reported that the Personnel Committee met twice on April 30 and May 11 to discuss Library goals and the roles and

responsibilities of the Board and Executive Director. She stated that the committee will be meeting again to discuss administrative salaries.

**E. Policy – Dwain Preston:** Dwain Preston reported that the Policy Committee met on April 22 where they continued the discussion of revisions to the Sick Leave Bank Policy. The revisions were sent to the staff Sick Leave Bank Committee for further review. Kathleen Helsabeck stated that as soon as staff are back to work, she will set up a meeting of the staff committee. Ms. Helsabeck noted that she is developing a COVID-19 policy, which the Policy Committee will need to review at its next meeting.

**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 did not meet.

## **VIII. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

## **IX. NEW BUSINESS**

**A. Resolution for Membership in LIRA.** A resolution authorizing membership in the Libraries of Illinois Risk Association (LIRA) was brought before the Board. The Board voted to approve to contract with LIRA for liability insurance at the April Board meeting. Judy Crocker moved to approve the resolution as presented. Angela Kettelman seconded. A roll call vote was held with the following results:

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

The resolution passed with nine yes votes and zero no votes.

**B. Approval of Project Funding List.** Kathleen Helsabeck stated that the building project list approved during the Building and Grounds Committee report included an additional \$38,000 to restore the print materials budget. The list also included funding traditionally provided by the Friends of the Library for the annual movie license and an annual reading program as well as new funding for Beanstack software for the summer reading program.

**C. Appointment of Nominating Committee.** Lynn Niewohner asked Kathy Citro, Dwain Preston, and Judy Crocker to serve as the Nominating Committee. The terms of Judy Crocker and Dwain Preston expire on June 30, 2020. The committee needs to determine if new Trustees will need to be found or if Ms. Crocker and/or Dr. Preston will

choose to remain in their positions. In addition, the committee needs to recommend a slate of officers. The committee will present its recommendations at the June Board meeting, which will then be voted on at the July annual meeting.

**D. Form of Motion – Non-Resident Fee.** The formula determining the annual cost of a non-resident QPL card was included in the Board packet. It was determined that the minimum amount for a non-resident card for FY20/21 was \$76.77. Kathleen Helsabeck noted that this amount was less than last fiscal year because the property tax income is expected to be less this year. She stated that the Library has traditionally kept the amount at \$100 for a non-resident card, but suggested that the Board might want to lower the amount to \$80, \$85, or \$90 this year. Angela Ketteman moved to approve the FY20/21 Non-Resident Fee in the amount of \$80. Dwain Preston seconded. After a brief discussion about revising the fee and the loss of revenue as a result of the lowered fee, Angela Ketteman revised her motion to approve the FY20/21 Non-Resident Fee in the amount of \$100 as presented, effective June 1, 2020. Dwain Preston seconded and the motion carried.

**E. Discussion of Reopening Plan.** Lynn Niewohner stated that the Executive Committee met twice to discuss plans to reopen the Library to staff first then to the public. Kathleen Helsabeck stated that the first part of the plan is to request that Bobbi Mock and Burgundy Hill return to work on May 18. They will work with Ms. Helsabeck to determine a final plan on bringing back a total of 15 employees on May 26 and start offering minimal services such as hold locker service and possible home delivery service for the Outreach patrons. In addition, some staff will be revising plans to prepare for a different type of summer reading program as well as developing virtual programming. Ms. Helsabeck stated she hopes to be able to open to the public on a limited basis in early June, but a final date will depend on the Governor's orders. She noted that this plan will be revised as needed and will comply with any restrictions from the State. There being no further discussion, Tom Ernst moved to approve the reopening plan as presented. Kathy Citro seconded and the motion carried. Ms. Helsabeck stated that RAILS is hosting a webinar on May 14 specifically for library trustees to discuss COVID-19. She encouraged all Board members to register for the webinar as soon as possible.

#### **X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

Lynn Niewohner stated that there will be special QPL Board meeting on Thursday, May 28, 2020, at 5:30 p.m. via video-conference. There being no further discussion, Dwain Preston moved to adjourn the regular session at 6:56 p.m. Cheryl Predmore seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers