

**Quincy Public Library**  
**Board of Trustees Meeting (via Zoom online)**  
**June 9, 2020**  
**Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:10 p.m. on Tuesday, June 9, 2020, with Lynn Niewohner presiding. Trustees present: Cheryl Predmore, Dwain Preston, Pam Rein, Angela Ketteman, Tom Ernst, Kathy Citro, and Judy Crocker. Trustees absent: Chris Pratt. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Fred Witte – TQ Liaison.

**I. APPROVAL OF AGENDA**

Dwain Preston moved to approve the agenda as presented. Angela Ketteman seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Judy Crocker moved to approve the May 12, 2020, regular meeting minutes as presented. Cheryl Predmore seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Lynn Niewohner stated that at a recent online trustee training with RAILS Executive Director Dee Brennan, Ms. Niewohner made some incorrect remarks about Kathleen Helsabeck's supervisory experience. She also sent an email the following day that violated the Open Meetings Act. Ms. Niewohner apologized for both the comments and the email, and stated that she would like to move forward for the good of the Library.

**IV. RECOGNITION OF CORRESPONDENCE**

A series of emails from Robert Hutter regarding the return of materials, hold lockers, and praising the Library for the services it provides was included in the Board packet. A note from Library staff thanking the Board for lunch and donuts on their first day back was also included.

**V. PUBLIC COMMENTS**

There was no public in attendance.

**VI. LIBRARY REPORTS:**

**A. Financial Report—Angela Ketteman**

Angela Ketteman reported that the balance in the Homebank Operating Fund as of May 31, 2020, was \$1,127,997.43. Total assets were \$1,128,087.43. Total liabilities were \$23,901.94.

**B. Circulation and Events Report**

Bobbi Mock reported that during the first three days of reinstating locker service the Library saw 771 items checked out and 130 uses of the lockers. Staff answered more than 900 questions over the phone, and the kiosk had 60 checkouts in May. In addition,

contactless homebound deliveries resumed and the RSA Mobile Cat app went live. Burgundy Hill reported that the staff were excited to be back at work and proved to be very adaptable during challenging technical issues the first few days. She noted that staff are working on finalizing Summer Reading, which will begin in July using the new Beanstack software.

**C. Directors Report**

Kathleen Helsabeck reported that the public reopening has been going very well and she looks forward to moving into Phase 4 on Monday, July 6. Tom Ernst pointed out that the Governor’s plan calls for Phase 4 to begin on June 29. Ms. Helsabeck stated that the Library is delaying the move into Phase 4 until after the July 4<sup>th</sup> holiday. She reported that the Library is applying for an Institute of Museum and Library Services grant to promote job preservation, staff training, and technology training. This grant would allow the Library to purchase new laptops, tablets, and a charging station as well as a 3D printer. Arts Quincy is featuring the Library every Tuesday on Facebook live; Burgundy Hill and Katie Kraushaar conducted a virtual tour of the Library on June 9. Ms. Helsabeck continues to work on edits to the Employee Handbook. She reported that a part-time Maintenance employee resigned to take a full-time position elsewhere leaving the Maintenance staff short-handed during this time of increased sanitization and cleaning. She spoke with Mayor Moore about the City’s hiring freeze and whether or not the Library could hire someone for that position. The Mayor stated that the Library is separate from the City and does not have to follow the hiring freeze although he does recommend following the directive.

**VII. COMMITTEE REPORTS:**

**A. Audit – Angela Kettelman:** Angela Kettelman presented the Expenditure Approval List for the month ending May 31, 2020, in the amount of \$43,704.31. In answer to a question, Burgundy Hill explained that Patron Point is a new e-newsletter service that is replacing Dear Reader/Select Reads. The cost includes set up fees as well as an annual subscription fee. There being no further discussion, Angela Kettelman moved to approve the May 31, 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	Kathy Citro	yes
Angela Kettelman	yes	Pam Rein	yes
Lynn Niewohner	yes	Tom Ernst	yes
Chris Pratt	absent		

The motion carried with eight yes votes, zero no votes, and one absent.

**B. Finance – Angela Kettelman:** Angela Kettelman reported that the Finance Committee did not meet, but she would like to schedule a meeting to discuss accounting needs at the Library. Tom Ernst stated that the Mayor has indicated the Library may need to take an additional cut of \$44,000 if stimulus funds do not come through. Kathleen

Helsabeck stated the Mayor sent her an email explaining that possibility; she should know more by the end of July. If additional cuts are required, the Finance Committee will need to discuss revisions to the budget.

**C. Building & Grounds – Kathy Citro:** Kathy Citro reported that the Building & Grounds Committee did not meet. Kathleen Helsabeck reported that the parking lots have been resurfaced and all of Circulation has been repainted. The new air handler was installed, however more work needs to be done on it before the project is completed. Fred Witte asked if any additional quotes on the repair of the Dryvit had been received. Ms. Helsabeck stated that two more quotes were received, which will be reviewed at the president’s meeting on Tuesday, June 16, 2020, at 10:45 a.m.

**D. Personnel - Judy Crocker:** Judy Crocker reported that the Personnel Committee met on May 11, the minutes of which were included in the Board packet. Lynn Niewohner stated that one of the issues between Library administration and the Board is contracts for administrative staff. Ms. Niewohner is proposing that an administrative personnel policy be written to address the hiring of administrative staff and outline details such as benefits. She is asking the Personnel and Policy Committees meet to begin work on the policy.

**E. Policy – Dwain Preston:** Dwain Preston reported that the Policy Committee met on May 26 where they discussed the draft Coronavirus Policy. There being no discussion, Dwain Preston moved to approve the Coronavirus Policy as presented. Judy Crocker seconded and the motion carried. Dr. Preston stated that revisions to the Sick Leave Bank are still tabled and need to be finalized. Kathleen Helsabeck reported that she met with the staff Sick Leave Bank Committee to discuss changing the name to the Major Medical Policy and other revisions. The staff committee has asked for more time to address questions and work out the details of the proposed changes.

**F. Ad Hoc – Advocacy.** Christopher Pratt was absent. 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. Kathleen Helsabeck stated that she spoke with Union Representative Kevin Broemmer, who is ready to restart negotiations as soon as possible. However, he is not available the week of June 22.

## **VIII. UNFINISHED BUSINESS**

**A. Nominating Committee Report.** Kathy Citro reported that the Nominating Committee is recommending keeping the same slate of officers as last year: Lynn Niewohner – President, Pam Rein – Vice President, Angela Ketteman – Secretary/Treasurer. She also stated that Judy Crocker and Dwain Preston, whose terms are expiring in July, are considering resigning from the Board. Kathleen Helsabeck reported that she spoke with Mayor Moore, who said he has a few people for possible appointment to the Board. The Nominating Committee and Ms. Helsabeck will consider

the possibilities and make a recommendation at the July annual meeting.

**B. Review of Strategic Plan.** Bobbi Mock reviewed the goals and completed objectives from the Strategic Plan. She noted that one of the goals was to diversify funding sources away from the City by 5% each year. She included charts showing that funding from the City has decreased from 80% of the overall budget in FY17/18 to a proposed 73% of the overall budget in FY20/21. Lynn Niewohner stated that the Ad Hoc - Advocacy Committee will need to meet to discuss ideas on how to continue moving forward with the strategic plan goals.

## **IX. NEW BUSINESS**

**A. Approval of Annual Report to the City.** The Annual Report to the City of Quincy was included in the Board packet. There being no discussion, Angela Ketteman moved to approve the Annual Report as presented. Pam Rein seconded and the motion carried.

**B. Review of Closed Meeting Minutes.** Kim Akers stated that the Open Meetings Act requires public bodies to review the minutes from closed sessions at least every six months. There being no discussion, Pam Rein moved to keep the minutes closed. Tom Ernst seconded and the motion carried.

**C.** Lynn Niewohner stated that the presidents of the QPL, TQ, MWB/QPL Foundation, and Friends of the Library Boards will meet on Tuesday, June 16, at 10:45 a.m. to discuss the project funding list approved at the May QPL Board meeting. In addition to the projects on that list, the Foundation and the Friends are being asked to fund an additional \$1,000 each to purchase gift cards from local businesses to use as prizes for the adult summer reading program. That \$2,000 along with a \$1,000 donation from an anonymous donor will be used to fund the program.

## **X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

Pam Rein moved to adjourn the regular session and move into executive session for the purpose of discussing appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s). Judy Crocker seconded and the meeting was adjourned at 6:50 p.m. Pam Rein moved to adjourn out of executive session and reconvene into regular session. Judy Crocker seconded and the executive session was adjourned at 7:12 p.m.

There being no further discussion, Dwain Preston moved to adjourn the regular session at 7:13 p.m. Cheryl Predmore seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers