

**QUINCY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Special Meeting**  
**March 19, 2020**

The meeting was called to order by President Lynn Niewohner at 7:43 p.m. via video-conference. Trustees present: Dwain Preston, Angela Kettelman, Judy Crocker, Pam Rein, Chris Pratt, Tom Ernst, Cheryl Predmore, and Kathy Citro. Also present were Kathleen Helsabeck and Bobbi Mock.

Lynn Niewohner reported that the COVID-19 situation has become more serious. Kathleen Helsabeck met with Mayor Moore and Jeff Mays, who recommended that the Library not allow any staff in the building and stop offering physical materials for checkout in any capacity. Ms. Helsabeck stated that she would like to continue offering no-contact holds using the hold lockers. She also recommended locking all book drops except the one at the main library so that they do not become overly full and expose materials to the weather, and so that they do not have to be picked up by staff. The main book drop at the Library drops materials inside the building so the materials are not exposed to the weather and will not overflow.

After a brief discussion, Kathy Citro moved to close the physical building until March 31, then re-evaluate at the end of March. Tom Ernst seconded. A roll call vote was held with the following results:

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

The vote carried with nine yes votes and zero no votes. Chris Pratt then moved to continue to pay employees through the end of March. Angela Kettelman seconded, and the motion carried.

A press release will be created and the outgoing phone message at the Library will be changed to reflect this decision.

There being no further discussion, the meeting was adjourned at 8:20 p.m.

Recorded by  
Bobbi Mock