

**Quincy Public Library
Board of Trustees Meeting
July 14, 2020
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:05 p.m. on Tuesday, July 14, 2020, with Pam Rein presiding. Trustees present: Cheryl Predmore, Chris Pratt, Angela Ketteman, Lynn Niewohner, Kathy Ridder, Harry Ruth, and Megan Duesterhaus-AuBuchon. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, Malinda Vogel – TQ Liaison, Charles Hall – TAB Liaison, Mayor Kyle Moore, and members of the staff and public.

I. OATH OF OFFICE

Mayor Kyle Moore administered the Oath of Office to incoming Board Trustees Kathy Ridder, Harry Ruth, and Megan Duesterhaus-AuBuchon. He welcomed them to the Board and thanked outgoing Board Members Kathy Citro, Judy Crocker, and Dwain Preston for their service to the Library.

II. APPROVAL OF AGENDA

Lynn Niewohner requested that an Executive Session be added to the end of the agenda to update the Board on labor negotiations. She then moved to approve the agenda as revised. Chris Pratt seconded and the motion carried.

III. APPROVAL OF MINUTES

Angela Ketteman moved to approve the June 9, 2020, regular meeting minutes as presented. Kathy Ridder seconded and the motion carried.

IV. PRESIDENT'S COMMENTS

President Pam Rein stated that she hadn't planned on becoming Board President, but is happy to serve and will do so to the best of her ability.

V. RECOGNITION OF CORRESPONDENCE

Three comments from the public suggestion box were included in the Board packet. Bobbi Mock stated that she replied to all three patrons and posted her replies on the public bulletin board. A letter from Secretary of State Jesse White was received awarding the Library a Per Capita Grant in the amount of \$50,791.25. Bobbi Mock explained the Per Capita Grant and stated that the Library should receive the funds in the next month or so. Kim Akers stated that the TQ Board also receives a Per Capita Grant, which they then turn over to the Library to use for collection development. A thank you note from volunteer Mary Wilson was received thanking the Library for the gift as part of Volunteer Appreciation Month in April.

VI. PUBLIC COMMENTS

There were no comments from the public in attendance.

VII. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Angela Ketteyman reported that the balance in the Homebank Operating Fund as of June 30, 2020, was \$1,071,579.22. Total assets were \$1,071,669.22. Total liabilities were \$109,820.57.

B. Circulation and Events Report

Burgundy Hill reported that the Summer Reading Program started the end of June with over 299 patrons signed up through the Beanstack app as of July 14. While that number is less than last year, it is good considering that the program started late and the Library was closed for nearly three months. She noted that the Library is also doing paper logs for those patrons who do not have access to a computer. Staff have heard positive comments from patrons about the app, who are especially appreciative of the new method of tracking by minutes read rather than number of books read. Ms. Hill stated that staff did a great job with virtual programming throughout June with 19 online programs offered. The Library is now doing in-person programming observing social distancing and restricted numbers of attendance as well as continuing virtual programming. In the reference area, one of the microfilm machines was updated while the Library was shut down. The Library experienced computer issues after the Library's servers were moved from City Hall. While most issues have been corrected, some are ongoing. The City IT Department has been occupied with moving the Police Department to their new headquarters and has not been able to address the IT issues in a timely manner. Bobbi Mock reported that 455 patrons used the lockers during June; an increase of 154% over last June. She noted that the lockers have been so popular, there is a daily waiting list to place items in the lockers at all locations. RAILS made two special deliveries in June to drop off QPL materials borrowed from other libraries and to pick up materials owned by other libraries. Homebound deliveries have resumed to most Outreach patrons and some institutions using containers and bags for contactless deliveries. Outreach staff have implemented a new module to help with tracking deliveries and their collection. QPL is the only library in the RSA consortium currently using this module in Workflows. She also reported that staff were able to inventory the entire children's collection in June while the Library offered limited patron hours.

C. Directors Report

Kathleen Helsabeck distributed handouts on the Beanstack app and the summer reading program as well as the July/August calendar of events. She noted that she spoke with Mayor Moore again about the six vacant positions at the Library and the City's hiring freeze. The Mayor reiterated that the Library is separate from the City and recommend that the Library fill the part-time Reference and Circulation Clerk positions as well as the part-time Reference Librarian position. The part-time custodian position and the accountant position have already been approved for hiring. That leaves only a second part-time Circulation Clerk position open at this time. Ms. Helsabeck reported that the Friends of the Library met on July 13 for the first time since March. At their Executive Board meeting, the Friends agreed to fund \$7,250 of the building projects and may vote to approve further projects in the future. They stated they could not fund more at this

time because the bookstore was closed for two months and they were not able to hold their spring book sale. While they are planning on holding their fall book sale in October, they are not accepting any donations at this time because they have no place to quarantine the materials.

D. TAB Report

Charles Hall reported that teens were excited to come back to the Library. There was good attendance at the Sidewalk Chalk event on June 10 and the Flag Painting program on June 17. Mr. Hall and James Howe created a video on tips to play Smash Brothers Brawl that was posted to the teen Facebook page as a way to promote TAB and Wii Wednesday. He noted that teen functions at the Library are slowly being reintroduced and expects attendance at events to grow.

VIII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Angela Kettelman presented the Expenditure Approval List for the month ending June 30, 2020, in the amount of \$130,472.29. Ms. Kettelman noted several large invoices including the invoice from Arthur J. Gallagher and LIRA for the liability insurance, RSA for the annual fees, and other invoices for annual contracts. Ms. Kettelman noted that the two invoices for the liability insurance were significantly less expensive than the MICA invoice from the City in past years. There being no further discussion, Angela Kettelman moved to approve the June 30, 2020, Expenditure Approval List as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Harry Ruth	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Angela Kettelman	yes	Chris Pratt	yes
Lynn Niewohner	yes	Pam Rein	yes

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

B. Finance – Lynn Niewohner: Angela Kettelman reported that the Finance Committee was scheduled to meet on July 13, but due to unforeseen circumstances that affected the quorum, the meeting was canceled. It will be rescheduled at a later date. Megan Duesterhaus-AuBuchon asked for training on how to read the financial statements.

C. Building & Grounds: Lynn Niewohner reported that the Building and Grounds Committee did not meet.

D. Personnel: Lynn Niewohner reported that the Personnel Committee did not meet.

E. Policy: Lynn Niewohner reported that the Policy Committee met on June 26 where they discussed the Sick Leave Bank Policy. Ms. Niewohner stated that the minutes were too detailed and took exception to what was recorded in the minutes. Therefore, she

rewrote the minutes and asked that the original minutes be replaced. Lynn Niewohner moved to redact the original minutes and use the minutes she wrote. Cheryl Predmore seconded and the motion carried. Megan Dueterhaus-AuBuchon asked if the Board had guidelines on how minutes should be recorded. Ms. Niewohner stated that she would like to see future minutes be briefer and only include decisions not discussions.

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

G. Ad Hoc – Labor Negotiations. Lynn Niewohner stated that the Board will be updated on the negotiations during the Executive Session.

IX. UNFINISHED BUSINESS

A. Report from Joint Library Meeting. Lynn Niewohner stated that the QPL and TQ Boards routinely send a representative from their Boards to the other’s meeting. She would like to see members of both Boards attend the monthly Friends meetings. Pam Rein noted it was only \$10 per year to become a member of the Friends, and encouraged all Board members to join.

X. NEW BUSINESS

A. Illinois Public Library Annual Report (IPLAR). The IPLAR was included in the Board packet. Harry Ruth stated it included quite a bit of useful information and was a good source for new Board members.

B. Kim Akers stated that, to her knowledge, the Library had never experienced the death of a sitting Board member and asked the Board for guidance on a suitable memorial for Tom Ernst. After a brief discussion, Chris Pratt moved to donate to the memorial and purchase books for the Library about golf and other subject areas suggested by his family with the total not to exceed \$200. Lynn Niewohner seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Harry Ruth	yes
Cheryl Predmore	yes	Megan Dueterhaus-AuBuchon	yes
Angela Ketteman	yes	Chris Pratt	yes
Lynn Niewohner	yes	Pam Rein	yes

The motion carried with eight yes votes, zero no votes, and one vacant seat. Pam Rein will contact the family and ask them for suggestions. It was also recommended that the Board write a letter of condolence to Mr. Ernst’s family.

XI. PUBLIC COMMENTS

Katie Kraushaar thanked Kathleen Helsabeck for speaking with the Mayor about the vacancies at the Library, and the Board for supporting filling those vacancies. She stated that those vacancies made scheduling very difficult and provided little flexibility to allow staff to take time off. Val Stark asked if it was legal for the Board to change minutes that

had already been sent out in the packet. Pam Rein replied that it is in the Board's purview to revise minutes of any QPL Board or committee meeting as they see fit.

Lynn Niewohner moved to adjourn the regular session and move into executive session for the purpose of discussing collective negotiating matters or deliberations of salary schedules. Chris Pratt seconded and the meeting was adjourned at 6:49 p.m. Lynn Niewohner moved to adjourn the executive session and reconvene into regular session. Cheryl Predmore seconded and the executive session was adjourned at 7:45 p.m.

Lynn Niewohner read the resignation letters from Judy Crocker and Dwain Preston.

There being no further discussion, Chris Pratt moved to adjourn the regular session at 7:50 p.m. Angela Kettelman seconded and the motion carried.

Respectfully submitted,
Kimberly Akers