

**Quincy Public Library
Board of Trustees Meeting
August 11, 2020
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, August 11, 2020, with Pam Rein presiding. Trustees present: Cheryl Predmore, Chris Pratt, Angela Ketteman, Lynn Niewohner, Kathy Ridder, Harry Ruth, Megan Duesterhaus-AuBuchon, and Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, Charlie Jones – TQ Liaison, Joe Duesterhaus – QPL Attorney, and members of the staff.

President Pam Rein asked for a moment of silence to remember Alderman and QPL Board Member Tom Ernst. Ms. Rein then introduced Ben Uzelac as the new liaison to the Board from the City Council.

I. APPROVAL OF AGENDA

Chris Pratt moved to approve the agenda as presented. Lynn Niewohner seconded and the motion carried.

II. APPROVAL OF MINUTES

Chris Pratt moved to approve the July 14, 2020, Executive Session minutes as presented. Kathy Ridder seconded and the motion carried. Lynn Niewohner moved to approve the July 14, 2020, Annual Meeting minutes but asked that the second sentence in the second paragraph be revised to read, "...for the maximum of two years." Chris Pratt seconded the motion with the revisions, and the motion carried. Angela Ketteman moved to approve the July 14, 2020, regular meeting minutes as presented. Chris Pratt seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Pam Rein stated that she has been very busy and apologized for not responding to emails in a timely manner.

IV. RECOGNITION OF CORRESPONDENCE

There were no comments from the public comment box. Two emails were presented complimenting the Library on the Historic Newspaper Archive. Bobbi Mock stated that the Library is nearly done with the updates to the archive, which was made possible through a three-year grant from the Illinois State Library. Once the updates are complete, the archive will contain digitized versions of Quincy newspapers through December 31, 1970.

V. PUBLIC COMMENTS

There were no comments from the public in attendance.

VI. LIBRARY REPORTS:

A. Financial Report–Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of July 31, 2020, was \$1,016,040.39. Total assets were \$1,016,130.39. Total liabilities were \$264,204.88.

B. Circulation and Events Report

Bobbi Mock reported that July circulation and traffic figures were good even though programming and use of the public spaces remains limited. The lockers continue to see high use with 304 patrons taking advantage of this service in July. Ms. Mock noted that Governor Pritzker passed the Cards for Kids Act in June which allows for those children who live in areas without library service to receive a non-resident card from their nearest library. Ms. Mock stated that they have had two families request this card. Changes will need to be made to the Non-Resident Card Policy to reflect this legislation. Ms. Mock also reported that the Library is gauging interest in a digital music streaming service called Freegal, which is offering a month-by-month subscription for the rest of 2020. The Library is doing a three-month trial to see if patrons like this service, and if it could possibly replace Hoopla.

Burgundy Hill reported that summer reading ended on August 1 and prize winners are being notified. She stated that 200 adults, 43 teens, and 215 children participated through Beanstack and paper logs this year. Patrons read a total of 260,000 minutes during the program. She noted that the Library has received a lot of positive feedback about the online service and will be using it for more reading challenges throughout the year. The Library made the decision to move back to digital programming starting August 3. The online programs have been very popular on social media. Ms. Hill stated that the part-time clerk and librarian positions in Reference have been filled. The new employees will begin their duties later in August. She also noted that Reference staff are working on a new reference chat service for patrons. Harry Ruth asked if the Library would be hosting a Big Read event in the fall. Ms. Hill stated that the Library held this year's Big Read in February, which prohibited the Library from submitting an application for a new Big Read grant in 2020. It can reapply in January of 2021, and a community read event is being planned in the fall using the Beanstack app.

C. Directors Report

Kathleen Helsabeck reported that she attended an online director's training on August 10 where she learned that new Open Meetings Act legislation passed in June, and it requires all virtual meetings be recorded in their entirety and a roll call vote held for every motion.

She reported that she and the assistant directors are finishing up edits to the Employee Handbook, which will be given to the Personnel Committee for review. She has been meeting individually with the new Board members, but would like to meet with them as a group to answer any questions they might have. The City IT is still working out some issues with the server move, but the problems are lessening. Ms. Helsabeck noted that another compressor on the HVAC system needs to be replaced. Keck estimates that it will cost between \$3,000 and \$4,000.

D. TAB Report

Charles Hall was absent. Bobbi Mock reported that the teens enjoyed the “CSI: Forensics” program on July 17 where they were introduced to crime scene investigation by Emily Pezzella of the Quincy Police Department. Teens also enjoyed the two new monthly arts and crafts programs. Even though the Library’s programs have gone digital, teens will still be able to enjoy these arts and crafts programs online.

VII. COMMITTEE REPORTS:

A. Audit – Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending July 31, 2020, in the amount of \$284,149.39. Ms. Niewohner stated that the final invoices for the Historic Newspaper Archive Grant were included in the report noting the invoices to Ignite Olive Software Solutions and Illinois State Library. The check to Illinois State Library returns \$33,802.03 from the grant. The Library was unable to locate microfilm for 1944 and 1945, which meant the Library was unable to spend the entire grant funds. There being no further discussion, Lynn Niewohner moved to approve the July 31, 2020, Expenditure Approval List as presented. Angela Kettelman 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 | Ben Uzelac | yes |
| Pam Rein | yes | | |

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

B. Finance – Lynn Niewohner: Lynn Niewohner reported that the Finance Committee met on August 5, 2020. Ms. Niewohner asked that the last sentence in the third paragraph be revised to read, “The committee agreed that the Library continue to request funds from the Foundation for capital improvements, but appreciated the recommendation.” She then reported that the committee discussed the development of a replacement reserve fund to be used to fund large capital projects outside of the budget. There being no further discussion, Lynn Niewohner moved to approve the recommendation that a board designated fund be created and at least \$100,000 be added to the fund, contingent upon the results of the audit. Chris Pratt 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 | Ben Uzelac | yes |
| Pam Rein | yes | | |

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

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

D. Personnel: Kathy Ridder reported that the Personnel Committee did not meet.

E. Policy: Megan Duesterhaus-AuBuchon reported that the Policy Committee met on August 4 where they discussed the proposed Telecommuting Policy. Joe Duesterhaus stated that he reviewed the policy. Lynn Niewohner asked how the policy would be implemented. Mr. Duesterhaus replied that the policy is triggered when the Board makes the decision to either close the Library fully or only close to the public and still have some staff working in the building. He noted that it is the Executive Director's responsibility to decide who can work from home. Kathleen Helsabeck stated that she needs to be able to allow a staff member to work from home if there is an isolated incident of COVID-19 exposure or if a staff member has to stay home due to childcare issues. As the policy does not specifically address isolated incidents, Chris Pratt moved to send the policy back to committee to amend the policy as necessary to allow the Executive Director the authority to implement remote work on an individual basis. Megan Duesterhaus-AuBuchon seconded and the motion carried. It was noted that because this policy may need to be implemented immediately, it may become necessary to hold an emergency meeting of the Board to approve the revised policy. Ms. Duesterhaus-AuBuchon then stated that the committee discussed revisions to the current Sick Leave Bank Policy, but has not sufficiently concluded that discussion to make a recommendation to the Board. Ms. Niewohner stated that the former Policy Committee rewrote the proposed Catastrophic Medical Benefit Policy after the June 26 meeting, which she has forwarded to Pam Rein for review. The committee is scheduled to meet on Monday, August 17, 2020, at 5:30 p.m. to discuss revisions to the proposed Telecommuting Policy and further discussions about the Sick Leave Bank Policy.

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.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Discussion and Approval of Winter Hours. Kathleen Helsabeck stated that she is proposing the winter hours remain the same as summer hours – Monday through Thursday 9:00 a.m. to 8:00 p.m., Fridays and Saturdays 9:00 a.m. to 5:00 p.m., and closed on Sundays. As this was not a change, no action as required of the Board.

B. LIRA Insurance Review. Kathleen Helsabeck stated that she sat in on a webinar

presented by LIRA where they reviewed the membership, claims reporting, the current status of the coverage, and state-wide claims to date. She stated that LIRA has indicated that there will probably be a premium increase of 35% to 40% as a result of increased claims. She noted that even with this increase, the cost will still be less than MICA through the City with better coverage. She should know the cost of the premium in November or December.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

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 7:16 p.m. Lynn Niewohner moved to adjourn the executive session and reconvene into regular session. Chris Pratt seconded and the executive session was adjourned at 7:45 p.m. Chris Pratt then moved to approve the Labor Agreement between the Quincy Public Library and District #9, International Association of Machinists and Aerospace Workers AFL-CIO as presented. Angela Kettelman 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 Kettelman | yes | Chris Pratt | yes |
| Lynn Niewohner | yes | Ben Uzelac | yes |
| Pam Rein | yes | | |

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

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

Respectfully submitted,
Kimberly Akers