

**Quincy Public Library  
Board of Trustees Meeting  
September 8, 2020  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, September 8, 2020, with Pam Rein presiding. Trustees present: Cheryl Predmore, Chris Pratt, Lynn Niewohner, Kathy Ridder, Harry Ruth, and Megan Duesterhaus-AuBuchon. Trustees absent: Angela Kettelman and Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Charles Hall – TAB liaison.

**I. APPROVAL OF AGENDA**

Chris Pratt moved to approve the agenda as presented. Harry Ruth seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Cheryl Predmore moved to approve the August 11, 2020, regular meeting minutes as presented. Chris Pratt seconded and the motion carried. Lynn Niewohner moved to approve the August 20, 2020, special meeting minutes as presented. Cheryl Predmore seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Pam Rein welcomed everyone to the meeting and noted how nice the parking lot looks now that it has been resealed and restriped.

**IV. RECOGNITION OF CORRESPONDENCE**

Two comments were presented from the public comment box, one of which was a request to open the book drops around town. Bobbi Mock stated that RAILS recently increased the material quarantine time from three days to seven in response to further information from the REALM / Battelle studies. The Library will not reopen the book drops until materials no longer have to be quarantined. A letter to the editor was published in the August 14, 2020, edition of the Quincy Herald-Whig complimenting the Library on locating historic information for the patron. Pam Rein commented that it is very nice when patrons publicly recognize staff.

**V. PUBLIC COMMENTS**

There was no public in attendance.

**VI. LIBRARY REPORTS:**

**A. Financial Report–Lynn Niewohner**

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of August 31, 2020, was \$972,476.63. Total assets were \$972,566.63. Total liabilities were \$45,310.82.

## **B. Circulation and Events Report**

Bobbi Mock reported that while August circulation figures were down from last year, the Library still signed up 104 new patrons and renewed cards for 256 people. She noted that August is typically a slower month because students are going back to school and the push for summer reading has ended. Daily traffic figures were also down from last year, but that is to be expected since the Library has discontinued in-person programming for the foreseeable future. Ms. Mock stated that the first month of offering Freegal has proven very popular with 528 songs streamed and 31 downloaded. She noted that the cost per circ rate is lower than that of streaming music from Hoopla. She will continue to monitor use and if that cost decrease continues, the Library will consider eliminating music streaming from Hoopla. Ms. Mock concluded her report by stating that she and Burgundy Hill attended an intensive three-day online Manager Boot Camp presented by HR Source. She noted it was very informative, and they gained useful knowledge they hope to implement.

Burgundy Hill reported that the Library's transition to digital programs has been well-received and has made future program planning easier for staff. She distributed copies of the September program guide along with an infograph of summer reading statistics. She reported that the first e-newsletter using Patron Point was sent out and has also been very well-received by patrons and staff. Ms. Hill reported that the Library recently implemented Kayako, a virtual reference and chat service, to allow staff to answer patron questions remotely. She also reported that the updates to the Historic Newspaper Archive are nearly complete; she expects to announce the updates to the public in the next several weeks.

## **C. Directors Report**

Kathleen Helsabeck reported that Keck originally thought they would have to replace a compressor in the HVAC unit, but have decided to just monitor it and watch the Freon levels for now. She noted that the MWB/QPL Foundation met at the beginning of August and made several financial changes. They approved moving to a new investment platform that will allow the Edward Jones financial advisors to make changes to the portfolio without waiting for approval by the Foundation. The Foundation also contracted with Ann Scott to complete the FY19/20 financial reports for the annual audit. Going forward, the Foundation will contract with an independent accounting firm to handle its financial needs. Ms. Helsabeck stated that the City asked the Library for a list of COVID-related expenses that will be reimbursed through CURES funding. She is unable to get an answer from the City if they will reimburse the Library for those expenses. The Friends of the Library are now accepting donations of only one bag or box of items on Saturdays. The Friends have also decided to not hold their annual fall book sale.

## **D. TAB Report**

Charles Hall reported that all of the teen events and TAB meetings have been moved online, and anticipates digital programming will remain for the immediate future. He stated that the response from the teens has been positive.

**VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending August 31, 2020, in the amount of \$66,342.19. Ms. Niewohner noted the invoice to Accurate Home Audio for the upgrade to the A/V equipment in the meeting room was funded through a donation from the Friends. There being no further discussion, Lynn Niewohner moved to approve the August 31, 2020, Expenditure Approval List as presented. Chris Pratt seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and two absent.

**B. Finance – Lynn Niewohner:** Lynn Niewohner reported that the Finance Committee did not meet, but two presented two items for approval as discussed at the August 5, 2020, meeting. Ms. Niewohner stated that the Library pays for life insurance for both current full-time employees as well as retirees. The Finance Committee felt that providing life insurance for retirees was an unnecessary expense. There being no further discussion, Lynn Niewohner moved that the Library stop paying for life insurance for retirees and further moved that the Library only pay life insurance for full-time employees. Cheryl Predmore seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and two absent.

Ms. Niewohner then stated that the Library has asked the City of Quincy to take over the Library's payroll functions. There being no further discussion, Lynn Niewohner moved to approve the City of Quincy assuming all payroll functions for the Quincy Public Library. Chris Pratt seconded and the motion carried.

**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 17 where they continued discussions on the proposed Telecommuting Policy and recommended revisions to the Issuance of Library Cards to Non-Residents Policy. Kathleen Helsabeck stated that the State of Illinois recently passed the Cards for Kids Act, which requires a student who lives in an unincorporated area that is not served by a library be allowed to receive a free non-resident card. The Library's Non-Resident Policy was revised to reflect that legislation. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the revisions to the Issuance of Library Cards to Non-Residents Policy as presented. Lynn Niewohner seconded and the motion carried. The committee also reviewed changes to the Telecommuting Policy as recommended by Joe Duesterhaus. That policy was approved at the August 20, 2020, special board meeting. The next meeting of the Policy Committee will be Monday, September 21, 2020, at 5:00 p.m.

**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 there is no longer a need for an Ad Hoc Labor Negotiations Committee and asked that it be disbanded.

**VIII. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

**IX. NEW BUSINESS**

**A. Discussion and Approval of Election Day Closure.** Kathleen Helsabeck stated that new legislation was recently passed stating that all governmental facilities must be closed on November 3, 2020, for Election Day unless they are a polling place. Since the Library is a municipal building, it qualifies and must be closed. Ms. Helsabeck noted that according to Joe Duesterhaus, this public act expires on January 1, 2021, and is only for the upcoming general election. Lynn Niewohner pointed out that the holiday is not in the new Labor Agreement. Christ Pratt stated that he is in favor of paying the staff for the holiday, but it needs to be discussed in any future labor negotiations. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve closing the Library and paying the staff for the November 3, 2020, Election Day holiday. Chris Pratt seconded. A roll call vote was held with the following results:

Chris Pratt	yes	Cheryl Predmore	yes
Kathy Ridder	yes	Harry Ruth	yes
Lynn Niewohner	yes	Pam Rein	yes
Megan Duesterhaus-AuBuchon	yes	Ben Uzelac	absent
Angela Ketteman	absent		

The motion carried with seven yes votes, zero no votes, and two absent.

**B. Review of Strategic Plan.** Bobbi Mock presented the quarterly review of the Strategic Plan. She noted that a patron inquiry tracker has been implemented at the Reference Desk to monitor patron needs and requests. A short slide show highlighting the children who have completed the 1000 Books Before Kindergarten program was created by Burgundy Hill and presented to the Board. Ms. Hill stated that last year the Library held a graduation party for all those who completed the program, but was not able to do that this year due to COVID restrictions.

**X. PUBLIC COMMENTS**

There was no public in attendance.

There being no further discussion, Lynn Niewohner moved to adjourn the regular session at 6:42 p.m. Chris Pratt seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers