

**Quincy Public Library  
Board of Trustees Meeting  
November 10, 2020  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees met online via Zoom, and was called to order at 6:06 p.m. on Tuesday, November 10, 2020, with Pam Rein presiding. Trustees present: Cheryl Predmore, Angela Kettelman, Ben Uzelac, Chris Pratt, Lynn Niewohner, Kathy Ridder, Harry Ruth, and Megan Duesterhaus-AuBuchon. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Charles Hall – TAB Representative.

**I. APPROVAL OF AGENDA**

Angela Kettelman moved to approve the agenda as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

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

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

**II. APPROVAL OF MINUTES**

Lynn Niewohner moved to approve the October 13, 2020, regular meeting minutes as presented. Kathy Ridder seconded. A roll call vote was held with the following results:

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

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

**III. PRESIDENT’S COMMENTS**

President Pam Rein welcomed everyone to the meeting, and stated that it was necessary to move to a online meeting platform because of the increasing positive cases in the community.

**IV. RECOGNITION OF CORRESPONDENCE**

Two comments from the public comment box were presented. One comment asked that the Library consider staggering the computers so patrons are not seated directly across from each other. Bobbi Mock stated that this was a good suggestion and has already been

implemented. The other comment shared the details of a “Human Library” event the patron experienced at another library.

**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 October 31, 2020, was \$1,219,105.55. Total assets were \$1,219,195.55. Total liabilities were \$35,042.35.

**B. Circulation and Events Report**

Bobbi Mock reported that circulation statistics for October were strong considering the decrease in traffic into the Library. Use of the online services and hold lockers remains steady. Burgundy Hill and Kathleen Helsabeck highlighted the October digital statistics. Ms. Helsabeck stated that when the Library offers in-person programs, it typically offers several different storytimes and puppet shows to accommodate patrons’ differing schedules. Online programs are recorded once, but are able to be viewed online as many times as the patron wants.

**C. TAB Report**

Charles Hall reported that teens have been enjoying programs online. In October, teens learned how to make Halloween Finger Foods in the food program and created a cheesecloth ghost for their craft program. TAB met on October 14 where they discussed the new Young Adult Librarian and the future of TAB. Mr. Hall stated that teens remain engaged through the virtual programs.

**D. Director’s Report**

Kathleen Helsabeck reported that Adams County Glass completed the repairs to the windows in the reference area. Mac’s Electric is working on new wiring and new network access for that area, which should be completed soon.

**VII. COMMITTEE REPORTS:**

**A. Audit – Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending October 31, 2020, in the amount of \$56,356.19. There being no discussion, Lynn Niewohner moved to approve the October 31, 2020, Expenditure Approval List as presented. Chris Pratt seconded. A roll call vote was held with the following results:

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

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

**B. Finance – Lynn Niewohner:** Lynn Niewohner reported that the Finance Committee did not meet, but will need to schedule a meeting to start work on the FY21/22 draft budget.

**C. Building & Grounds:** Lynn Niewohner reported that the Building and Grounds Committee did not meet. She has asked Kathleen Helsabeck to coordinate a meeting of the presidents of TQ, Foundation, and Friends of the Library to update the building plan funding list.

**D. Personnel:** Kathy Ridder reported that the Personnel Committee did not meet, but needs to schedule a meeting to discuss the Executive Director’s evaluation.

**E. Policy:** Megan Dueterhaus-AuBuchon reported that the Policy Committee did not meet. She stated that the Board needs to discuss whether to extend the deadline of the current Coronavirus Policy or wait and see if the federal government extends the CARES Act beyond the December 31, 2020, deadline. She does not believe this discussion merits a meeting of the Policy Committee, but asked that a motion be included on the December Board agenda.

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

## **VIII. UNFINISHED BUSINESS**

**A. Per Capita Grant Requirements – Chapter 4-6.** Pam Rein stated that she reviewed Chapter 4 – Access, Chapter 5 – Building Infrastructure and Maintenance, and Chapter 6 – Safety with Kathleen Helsabeck. Ms. Rein asked that Library staff receive ADA training and be sure that the Emergency Manual is up to date. Ms. Helsabeck is in the process of reviewing building plans, a building maintenance checklist, an inventory checklist, and safety measures with Will Matlick. She will bring the results of that review to the Building and Grounds Committee. Ms. Helsabeck also stated that the LIRA insurance provides for free staff training, which the Library will be taking advantage of in the coming months. She is also working on a prioritized list of items to be salvaged in case of emergency.

## **IX. NEW BUSINESS**

**A. Annual Audit Report.** Anita Failor of Wade Stables presented the FY19/20 audit. She reported a clean opinion and no big changes. The assets and liabilities were similar to FY18/19. Ms. Failor stated that information on other post-employment benefits (OPEB), such as health insurance offered to retirees, has always been included in the audit using a portion of the figures from the City’s audit. However, since the Library is now funding its own health insurance, those numbers specific to QPL were not available, and she used the same figures from FY18/19. Ms. Failor suggested that the Library

request an OPEB study so the correct figures can be included in the FY20/21 audit. Ms. Failor stated that the Library saw an excess of \$281,290 in FY19/20 as compared to an excess of \$316,778 in FY18/19. She noted a decrease in the salary, wages, and benefits line, and noted that the general fund balance at the end of the year was \$1,008,185. She stated that while there were no significant deficiencies for this audit because Ann Scott and Edna Zanger were still handling the accounting duties for the Library, the FY20/21 audit may be a little different because the Library does not have a person in that position currently. Pam Rein thanked Ms. Failor for her report. It was suggested that since the Board had not had a chance to review the physical audit reports, the motion to approve the annual audit be tabled until the December Board meeting.

**B. 2021 Holiday Schedule.** A copy of the draft 2021 Holiday Schedule was presented to the Board. Kathleen Helsabeck stated that because Christmas and New Year’s Day are on a Saturday in 2021, staff will need to take their Christmas Day holiday the week before Christmas and their New Year’s Day holiday the week before New Year’s. Staff will work with their supervisors to schedule their individual holidays. She also noted that July 4 is on a Sunday, so the Library will be closed on Monday, July 5, 2021. Ms. Helsabeck stated that the Library traditionally closes to the public on the last Friday of April for a staff training day. Because the Library was closed and staff furloughed for the 2020 QPL Day, it is even more important that the staff have this day to catch up on much-needed training. There being no further discussion, Harry Ruth moved to approve the draft 2021 Holiday Schedule as presented. Kathy Ridder seconded. A roll call vote was held with the following results:

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

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

**C. December Meeting Time and Date.** Traditionally, the QPL and TQ Boards hold their December meeting on the same date. Kathleen Helsabeck is recommending that both Boards meet on Tuesday, December 8, 2020, with the TQ Board meeting from 5:30 p.m. to 5:45 p.m. to conduct business pertinent to TQ. Then both the TQ and the QPL Boards will meet jointly to review the Per Capita Grant chapters, review the Strategic Plan, and conduct any other business pertaining to both Boards. Once that meeting concludes at approximately 6:15 p.m., the QPL Board will meet to discuss QPL business. Chris Pratt asked that an Executive Session to discuss a personnel issue be added to the end of the December agenda.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Chris Pratt moved to adjourn the regular session at 6:39 p.m. Lynn Niewohner seconded. A roll call vote was held with the following results:

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

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

Respectfully submitted,  
Kimberly Akers