

**QUINCY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
November 15, 2020**

A special online meeting of the Quincy Public Library Board of Trustees was called to order at 5:09 p.m. Pam Rein, Chris Pratt, Kathy Ridder, Lynn Niewohner, Angela Ketteman, Harry Ruth, Megan Duesterhaus-AuBuchon, and Cheryl Predmore were present. Ben Uzelac was absent. Kathleen Helsabeck, Bobbi Mock, Burgundy Hill, and Kim Akers were also present. Several staff members also logged into the meeting.

Kathleen Helsabeck stated that due to increasing staff COVID-related absences and because the City and County have closed their facilities and are now offering limited services to the public, she is planning on moving to limited library services. This will involve a change in hours that the building is open and adjusting staff schedules. The Library will close to the public at 8:00 p.m. on Wednesday, November 18, 2020, and remain closed on November 19 and 20 to allow for staff training. Starting Monday, November 23, 2020, the Library will be open to the public by appointment only. Appointments may be made for computer use, research, faxing, copying, and notary services. Patrons will not be allowed in the stacks. In addition to utilizing the lockers for hold pickups, the Library will begin offering curbside services by appointment.

Library staff will be divided into two teams with each team working every other day to avoid any cross-contamination. On the days staff do not work in the Library, they will be expected to work from home. Staff who do not have work they can do from home or do not have the ability to work from home will be asked to do contact tracing for the Adams County Health Department. Health Department staff will offer training on November 19 and 20. Staff who work from home will be required to sign a Telecommuting Agreement. Ms. Helsabeck stated that the goal is that all staff continue to receive a full paycheck and continue to earn paid time off.

Chris Pratt asked if this plan had been shared with the City. Ms. Helsabeck stated that she sat in on the Zoom meeting about mitigation efforts hosted by Mayor Moore and Jerrod Welch of the Health Department on November 12. She contacted Mayor Moore after that meeting, but has not heard back from him yet.

Several procedural questions and concerns from the staff on the call were addressed. Ms. Helsabeck stated that there will be a staff meeting on Monday to explain the plan in detail and further discuss any concerns.

Ms. Helsabeck stated she sees this as a long-term plan, possibly into January of 2021. Pam Rein thanked the Administrative team for putting this plan together. There being no further discussion, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Kimberly Akers