

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

The regular meeting of the Quincy Public Library Board of Trustees met online via Zoom, and was called to order at 6:38 p.m. on Tuesday, December 8, 2020, with Pam Rein presiding. Trustees present: Cheryl Predmore, Angela Ketteman, Ben Uzelac, Chris Pratt, Lynn Niewohner, Kathy Ridder, Harry Ruth, and Megan Dueterhaus-AuBuchon. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, Jennifer Harvey – TQ Liaison, and Charles Hall – TAB Representative.

**I. APPROVAL OF AGENDA**

Cheryl Predmore moved to approve the agenda 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 Dueterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteman	yes	Harry Ruth	yes
Pam Rein	yes		

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

**II. APPROVAL OF MINUTES**

Lynn Niewohner moved to approve the November 10, 2020, regular meeting minutes and the November 15, 2020, special meeting minutes 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 Dueterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteman	yes	Harry Ruth	yes
Pam Rein	yes		

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

**III. PRESIDENT’S COMMENTS**

President Pam Rein welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

No correspondence was presented to the Board.

**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 November 30, 2020, was \$1,213,458.74. Total assets were \$1,213,548.74. Total liabilities were \$41,771.27.

**VII. COMMITTEE REPORTS:**

**A. Audit Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending November 30, 2020, in the amount of \$60,948.30. She noted an invoice to A. H. Kemner & Sons to repair and paint the ceiling in the staff parking area and an invoice to SHI for data backup for the Library's servers. Kathleen Helsabeck explained that the Library recently moved its servers back to the Library requiring new data backup. Previously the Library's servers were at the City and shared backup space with the City. There being no further discussion, Lynn Niewohner moved to approve the November 30, 2020, Expenditure Approval List as presented. Cheryl Predmore 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	Harry Ruth	yes
Pam Rein	yes		

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

**VIII. UNFINISHED BUSINESS**

**A. Approval of Annual Audit.** Pam Rein asked for an approval of the annual audit which was presented by Anita Failor of Wade Stables at the November QPL Board meeting. Lynn Niewohner moved to approve the FY19/20 annual audit 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 Ketteyman	yes	Harry Ruth	yes
Pam Rein	yes		

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

**IX. NEW BUSINESS**

**A. Resolution for Flex Plan Adjustment.** Kathleen Helsabeck stated that due to the staff being on furlough at the beginning of the fiscal year, Cason, Huff, & Schlueter offered to extend the enrollment period for staff to enroll in the flex plan. This extension incurred an additional fee as well as the need for a board resolution approving the

amendment to the plan. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the resolution 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	Harry Ruth	yes
Pam Rein	yes		

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

**B.** Lynn Niewohner reported that she got a call from a patron on December 5 informing her that the book drop at the Library was full and she was unable to return her materials. Bobbi Mock stated that someone had tampered with the book drop cover causing the materials to become jammed in the slot. Kathleen Helsabeck went to the Library on that Saturday and fixed the book drop so it could accept materials. Will Matlick then repaired the problem the following week. Pam Rein raised the question of opening the other book drops around town. Ms. Helsabeck stated that the main reason why the other book drops are closed is to avoid staff having to touch materials. At the Library, all materials fall into a cart and are quarantined for a three-day period. If staff had to touch materials to transfer them from the book drop to a bag and then into the Library, that would potentially expose staff, negate any preventative measures, and be pointless to continue the quarantine. Ms. Helsabeck stated that RSA requires a three-day quarantine for any materials that are delivered through the system.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Kathy Ridder moved to adjourn the regular session and reconvene into executive session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s). 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	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and no absent. The regular meeting was adjourned at 6:53 p.m. The Board left the zoom call established by Kathleen Helsabeck and reconvened in executive session on a zoom call established by Kathy Ridder. Chris Pratt moved to adjourn the executive session. Cheryl Predmore 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	absent	Harry Ruth	yes
Pam Rein	yes		

The motion carried with eight yes votes, zero no votes, and one absent. The meeting was adjourned at 7:34 p.m.

There being no further discussion, Lynn Niewohner moved to adjourn the regular session. 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 Ketteyman	absent	Harry Ruth	yes
Pam Rein	yes		

The motion carried with eight yes votes, zero no votes, and one absent. The meeting was adjourned at 7:35 p.m.

Respectfully submitted,  
Kimberly Akers