

**Quincy Public Library and Townships of the Quincy Area Public Library District
Board of Trustees Joint Meeting
December 8, 2020
Minutes**

A joint meeting of the Quincy Public Library and Townships of the Quincy Area Public Library District Board of Trustees met online via Zoom on Tuesday, December 8, 2020. It was called to order at 5:49 p.m. by QPL President Pam Rein. Trustees present: Cheryl Predmore, Angela Kettelman, Ben Uzelac, Chris Pratt, Lynn Niewohner, Kathy Ridder, Harry Ruth, Megan Duesterhaus-AuBuchon, Fred Witte, Charlie Jones, Susan Schmitz, Malinda Vogel, Jennifer Harvey, and Christa Johnson. TQ Board Member Phyllis Robertson was absent. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Charles Hall – TAB Representative.

I. LIBRARY REPORTS:

A. Circulation and Events Report

Bobbi Mock reported that the Library saw a slight increase of 249 in average daily traffic figures in November as compared to the 239 average in October. In the first week of the new limited service model, the Library scheduled 30 computer appointments, filled 22 Q-Picks requests, and saw 142 curbside pick-up appointments in addition to increased use of the hold lockers. Staff have been kept busy while working in the building answering the phones, filling hold requests, handling curbside and computer appointments, and checking in and shelving materials. While working from home, staff have been doing increased online training, performing routine computer tasks, cleaning up patron and catalog databases, updating the Library's website, and working on new projects such as the architectural database. Ms. Mock also reported that the Library has set up a trial with a new streaming service called Kanopy. This service offers streaming of independent films and educational courses. It works similar to Hoopla; the Library is charged per circulation and the patron can stream up to eight titles a month. Burgundy Hill reported that the Library hosted a Fall Reading Challenge in October and November, which saw 80 patrons participating. She is planning a Winter Reading Challenge in January. The Library worked with the Quincy Park District to set up a StoryWalk®, which was sponsored by the Tracy Family Foundation. Although there was no way to gauge the participation for the StoryWalk®, many favorable comments were passed along from patrons. Young Adult Librarian Deborah Riddell retired on November 20, and new YA Librarian Michelle Grinstead began her stay at the Library on November 30. In addition, new Reference Specialist Amy Rainbolt began her new position on November 30, and Jennifer Burkett will be transitioning into the IT/Marketing Coordinator position in mid-December. Ms. Hill concluded her report by stating that the Library staff have been working very hard within the new service model and have been very adaptable to the changes. The Administrative team continues to tweak the service model as needed, and staff are pitching in around the Library wherever they are needed.

C. TAB Report

Charles Hall reported that teens were sad to see Deborah Riddell retire from the Library,

but are looking forward to working with Michelle Grinstead. The teens enjoyed the online tour of the All Wars Museum at the Illinois Veterans' Home, the cooking demonstration on making a Thanksgiving dessert, and the craft program to learn how to make a gratitude bracelet in November. He noted that the next meeting of TAB will be on December 9 with Ms. Grinstead where they will discuss future plans for TAB.

D. Director's Report

Kathleen Helsabeck reported that new network lines and power outlets have been installed in the reference area and by the new windows. She attended a virtual meeting with LIRA to discuss changes to the Library's policy and the 2021 premium. She stated that LIRA has added a Crisis Protection component to the policy, which will cover the Library in case there is a fire, shooting, or other crisis and will cover counseling and support services for staff. She stated that the new premium will increase approximately 30% and will be \$36,000. However, this is still less than the \$48,000 paid to MICA, and LIRA offers more benefits and lower deductibles. A copy of the program cost comparison was included in the Board packet. Ms. Helsabeck then reported that the Friends of the Library have canceled their monthly business meetings, their annual Christmas dinner, and closed the bookstore until further notice. She stated that the Administrative team is meeting often to review daily concerns and improvements to the current service model. Ms. Helsabeck concluded her report by stating she asked four library patrons to write letters to the City Council sharing their experiences working within the new service model. She read two of the letters to the Board, and noted that they were all complimentary and supportive of the Library's decision to close to the public. Ben Uzelac thanked Ms. Helsabeck for providing those letters to the City Council, and said that the aldermen appreciated her efforts on behalf of the Library. Ms. Helsabeck stated she would like to start working on an advocacy plan after the new year.

II. COMMITTEE REPORTS:

A. Finance B Lynn Niewohner: Lynn Niewohner reported that the Finance Committee met on December 2, 2020, where they reviewed revisions to the FY19/20 budget, discussed the draft FY20/21 budget, and discussed increasing the credit card limit for the credit cards issued to Bobbi Mock and Burgundy Hill. Lynn Niewohner moved to approve a credit limit increase to \$5,000 for the business credit cards issued in the name of Roberta Mock and Burgundy Hill. 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 Ketteman	yes	Harry Ruth	yes
Pam Rein	yes		

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

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

C. Personnel: Kathy Ridder reported that the Personnel Committee did not meet. She emailed the director’s evaluation forms to the Board and staff members to complete. She will discuss those evaluations in an executive session at the end of the QPL Board meeting.

D. Policy: Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet, but presented a revised QPL Coronavirus Policy. She stated that the revisions include a change in the length of time a staff member is without symptoms and may return to work from 24 to 48 hours, slight changes to documentation required to return to duty, and changing the date the policy expires from December 31, 2020, to December 31, 2021. She noted that if the pandemic subsides before December 31, 2021, and the Board feels the policy is no longer necessary, it can cancel the policy at any time. After a brief discussion, Megan Duesterhaus-AuBuchon moved to approve the revised QPL Coronavirus Policy 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 Ketteiman	yes	Harry Ruth	yes
Pam Rein	yes		

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

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

III. Review of Strategic Plan. Bobbi Mock reviewed the Strategic Plan with the two Boards. The latest updates to the Plan include sharing the plan with the Mary Weems Barton/Quincy Public Library Foundation Board, the revised Foundation Distribution Policy and subsequent distribution from the Foundation, the new service model as of November 19 and subsequent staff training, the hiring for three new positions and one vacant position, the creating of a Staff Engagement Committee and a staff engagement survey, the receipt of an Illinois State Library PPE Grant of \$500, a total of 97 children enrolled in the 1000 Books Before Kindergarten program and 18 graduates as of November 2020, loaning STEM materials purchased with funds from the Tracy Family Foundation as the Library transitioned into the limited service model, the new George Irwin Architectural database on the Library’s website, an online library card registration form, free non-resident cards for children outside the Library’s service area as part of the Cards for Kids Act, and an expected 1% increase in cardholders in FY20/21.

IV. Review of Chapters 7, 8, and 9 – *Serving Our Public.* Kathleen Helsabeck reviewed

Chapter 7 – Collection Management with the Boards. She stated that the recommended amount of the general operating budget expended for materials is a minimum of 8-12%. Currently, the Library is expending approximately 12-13% of the budget on materials. She also noted that the Library has a written collection development policy, which is reviewed periodically. Bobbi Mock stated that it was last revised in 2018 and should be reviewed in the near future. The Library also has a collection plan as part of the RSA consortium. Ms. Helsabeck then reviewed Chapter 8 – System Member Responsibilities and Resource Sharing. She noted that the Library is one of the highest circulating members of RSA, and receives and sends materials daily both through delivery and interlibrary loan. Ms. Mock serves on the RSA Board, and contributes to their policies and procedures. Ms. Helsabeck concluded her review by discussing Chapter 9 – Public Services: Reference and Reader’s Advisory Services. She noted that the Library developed a new model of service in 2020 to remain essential to the community during the pandemic. This model encourages use of the online and digital services, access to learning and historical databases, and offers distribution of physical materials through hold lockers, curbside services, and the kiosk. In addition, the Library addresses the particular needs of patrons by allowing computer use, research appointments, and other in-person services through daily appointments. The Library has created a new level of reader’s advisory services through the new Q-Picks subscription service, which allows patrons to complete a form sharing their reading / viewing preferences. Library staff then selects materials based on this form and checks them out to the patron. Ms. Helsabeck completed her review by stating that the State Library has extended the Per Capita Grant application deadline to March of 2021.

There being no further discussion, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,
Kimberly Akers