

**Quincy Public Library
Board of Trustees Meeting
January 12, 2021
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees met online via Zoom, and was called to order at 6:03 p.m. on Tuesday, January 12, 2021, with Pam Rein presiding. Trustees present: Cheryl Predmore, Ben Uzelac, Lynn Niewohner, and Kathy Ridder. Trustees absent: Chris Pratt, Angela Ketteman, Megan Duesterhaus-AuBuchon, and Harry Ruth. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Charles Hall – TAB Representative.

I. APPROVAL OF AGENDA

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

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

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

II. APPROVAL OF MINUTES

Kathy Ridder moved to approve the December 8, 2020, regular meeting minutes as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

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

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

Lynn Niewohner moved to approve the December 8, 2020, joint meeting minutes as presented. Kathy Ridder seconded. A roll call vote was held with the following results:

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

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

III. PRESIDENT'S COMMENTS

President Pam Rein welcomed everyone to the meeting. She noted that she had received an email from a patron asking when the Library would again allow in-person programs and events at the Library. Ms. Rein stated that the entire community is waiting on the Governor to make a decision about relaxing the restrictions. Until that time, the Library will remain closed to the public.

IV. RECOGNITION OF CORRESPONDENCE

Kathleen Helsabeck read an email from Julie Schuetz to the Board praising the efforts of the staff, and Bill Waters in particular, during the shutdown. Ms. Helsabeck stated that Ms. Schuetz sent this letter to the City Council, and it was read into the record at the January 4, 2021, City Council meeting. She noted that she has shared this email with the staff, and praised the entire library staff for all their hard work and flexibility during these unusual circumstances.

V. PUBLIC COMMENTS

There were 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 December 31, 2020, was \$1,279,927.69. Total assets were \$1,280,017.69. Total liabilities were \$50,056.57.

B. Circulation and Events Report

Burgundy Hill presented the circulation and events reports, which consisted of an infograph highlighting specific statistics rather than a narrative. She reported that the Library had approximately 867 curbside pickups for the month of December, which was an average of 43 per day. In addition, the lockers were used 384 times as compared to 100 times in December of 2019. Digital circulation checkout numbers were 3,499 as compared to 2,833 last year, and website page views were 15,365 as compared to 13,064 last December. A total of 157 make and take crafts were distributed in December. She noted that two make and take crafts for children and one tween craft are planned for January. She concluded her report by noting that in December of 2019, the Library performed 29,516 desk checkouts when the Library was running at full capacity and open normal hours. In December of 2020, the Library performed 24,366 desk checkouts utilizing only curbside pickups and hold lockers, and open a limited number of hours.

C. TAB Report

Charles Hall reported that the teens have created their own space to interact and play games with each other virtually. He noted that this allows teens to be more social while online. He noted that the recent "Imposters" event went well, but was not very well

attended due to scheduling conflicts.

D. Director's Report

Kathleen Helsabeck reported that the Library is sponsoring a Winter Reading Challenge using the Beanstack app. Patrons of all ages are challenged to read a total of 10 hours in a month. She stated that she is still hesitant to open the book drops because of the need for quarantining and staff handling of the materials. Lynn Niewohner suggested purchasing some totes to place in the book drops. The staff could then retrieve the totes on a daily basis without having to touch the materials. Ms. Helsabeck will look into that option. Jennifer Burkett has started her position as IT specialist for the Library, and is working on purchasing new computers for the staff. This project was funded by the TQ Board. Ms. Helsabeck stated that even though the Library just purchased new servers and moved them from City Hall into the Library, we are already running into server space issues. Additional server upgrades are recommended at an estimated cost of \$62,584. She reported on several building issues including leaks in the main HVAC system and the need to replace all of the remaining original windows in the building. While operating at a reduced capacity, the maintenance staff have completed several large cleaning projects including cleaning all of the upholstered furniture, shampooing the carpeting throughout the building, cleaning the return air vents, and cleaning the ceiling tiles. The Library has also purchased some new equipment in anticipation of the public returning to the building. A new book scanner for the Illinois Room was purchased with donated funds, and a new coin-op for one of the new self-checkout stations was purchased. The Library has applied for an NEA Big Read Grant for 2021. If the Library is awarded the grant, the Big Read will take place in September and October of 2021. Ms. Helsabeck completed her report by stating that she has scheduled a building projects meeting with TQ, QPL, and the Foundation on Wednesday, January 27, 2021, at 2:30 p.m. via Zoom.

VII. COMMITTEE REPORTS:

A. Audit - Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending December 31, 2020, in the amount of \$87,033.84, which included \$5,674.63 in credit card expenses that arrived after the December 8, 2020, Board meeting. She noted several invoices for print and digital materials as well as an invoice for an accelerated payment to IMRF for Deborah Riddell's retirement. There being no discussion, Lynn Niewohner moved to approve the December 31, 2020, Expenditure Approval List as presented. Kathy Ridder seconded. A roll call vote was held with the following results:

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

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

B. Finance - Lynn Niewohner: Lynn Niewohner reported that the Finance Committee did not meet.

C. Building & Grounds: Lynn Niewohner reported that the Building and Grounds Committee did not meet, but reiterated the date of the joint meeting with TQ and the MWB/QPL Foundation to update the building plan funding list. She encouraged members of the Building & Grounds Committee to attend that meeting scheduled for Wednesday, January 27, 2021, at 2:30 p.m.

D. Personnel: Kathy Ridder reported that the Personnel Committee met in closed session on December 15, 2020, to discuss the Executive Director's evaluation.

E. Policy: Megan Duesterhaus-AuBuchon was absent. The Policy Committee did not meet.

F. Ad Hoc – Advocacy. Chris Pratt was absent. The Ad Hoc Advocacy Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Per Capita Grant Requirements – Chapter 10-12 *Serving Our Public*. Pam Rein stated that the Board received copies of these chapters in their packets and hoped everyone had a chance to read them. Kathleen Helsabeck reviewed Chapter 10 – Programming noting that the Library complies with all of the recommended standards. She then reviewed Chapter 11 – Youth/Young Adult Services again noting that the Library is in compliance with or exceeds all of the recommended standards. Ms. Helsabeck reviewed Chapter 12 – Technology noting that while the Library complies with a number of the standards, she is working on getting the employee and patron computers up-to-date. She stated that these standards are the most difficult and most expensive to keep up with.

IX. NEW BUSINESS

A. Discussion on Approving Closed Session Minutes. Kathleen Helsabeck stated that the Library is required to review the closed session minutes annually. She stated that she recently attended a workshop on the Open Meetings Act, and discovered that the Board needs to actually review the written minutes of the meetings and take action to either open the minutes or keep them closed to the public rather than simply vote to keep all of the minutes closed. The workshop recommended that the Director print off copies of the closed session minutes, distribute them during a closed session, have a discussion about the minutes, then return to open session to take action on whether to open them or keep them closed. Pam Rein stated that she is reluctant to print off copies of the minutes because of confidentiality issues. Ben Uzelac stated that the point of the Open Meetings Act is to release information to the public that is no longer confidential allowing for transparency in public bodies. He stated that the City Attorney reviews the City Council's closed session minutes, provides summaries of the minutes to the Aldermen, then makes recommendations on what should be opened. Ms. Helsabeck stated she

would ask Joe Duesterhaus to review the closed session audio tapes and written minutes, and make a recommendation.

B. Lynn Niewohner reminded the Board of the upcoming RAILS Online Roundtable: Trustee Update 2021 on Wednesday, January 20, 2021, from noon to 1:00 p.m. Kim Akers noted that RAILS records all of their workshops and makes them available to libraries after the event. She will send a link to the Board as soon as the recorded event is available for those who are unable to attend.

X. PUBLIC COMMENTS

There were no public in attendance.

There being no further discussion, Lynn Niewohner moved to adjourn the regular session at 7:00 p.m. Kathy Ridder seconded, and the meeting was adjourned.

Respectfully submitted,
Kimberly Akers