

**Quincy Public Library
Board of Trustees Meeting
February 9, 2021
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees met online via Zoom, and was called to order at 6:02 p.m. on Tuesday, February 9, 2021, with Pam Rein presiding. Trustees present: Cheryl Predmore, Ben Uzelac, Lynn Niewohner, Angela Ketteman, Megan Duesterhaus-AuBuchon, and Harry Ruth. Trustees absent: Chris Pratt and Kathy Ridder. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, Malinda Vogel – TQ Liaison, and Charles Hall – TAB Representative.

I. APPROVAL OF AGENDA

Harry Ruth moved to approve the agenda as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

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

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

II. APPROVAL OF MINUTES

Lynn Niewohner moved to approve the January 12, 2021, regular meeting minutes as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

Cheryl Predmore	yes	Lynn Niewohner	yes
Harry Ruth	yes	Ben Uzelac	yes
Angela Ketteman	yes	Megan Duesterhaus-AuBuchon	yes
Pam Rein	yes	Kathy Ridder	absent
Chris Pratt	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. She noted that the Adams County Health Department reported that there were no new active Covid cases in the area.

IV. RECOGNITION OF CORRESPONDENCE

No correspondence was presented.

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 January 31, 2021, was \$1,284,671.69. Total assets were \$1,284,761.69. Total liabilities were \$94,455.60.

B. Circulation and Events Report

Burgundy Hill presented this month's infographic, which highlighted both the January and December statistics for the ten weeks the Library was closed to the public. In January, the Library had 885 curbside pickups, the lockers were used 448 times, and digital circulation checkout numbers were 3,828. A total of 184 take and make crafts were distributed in January. In answer to a question, Ms. Hill stated that the Library was providing take and make crafts prior to the pandemic, but has increased the number of crafts each month and the level of difficulty during the shutdown. She expects the Library to continue to offer take and make crafts indefinitely.

C. TAB Report

Charles Hall reported that, in January, teens enjoyed a game night and a live video about smart goals presented by a speaker from Blessing Hospital. In February, teens will have an opportunity to virtually attend the first program in the new Adulthood 101 series. The February program is about winter car care and car safety, and the March program is on tax filing for teens. Also in February, teens were able to participate in a virtual discussion with representatives from John Wood Community College about college applications. Mr. Hall noted that the teen book club remained active with teens choosing to read their favorite book in January, and will read a book in celebration of Black History Month in February and the book "Black Coats" by Colleen Oakes for March. He noted that the next virtual TAB meeting will be on February 10.

D. Director's Report

Kathleen Helsabeck reported that two HVAC compressors were replaced, but the main air handler is still not working correctly. A total of 406 people came into the Library on February 1, the first day open in ten weeks. All staff returned to work on January 28 and 29 where they attended several departmental meetings and trainings including a staff orientation for the new employees. Outreach resumed deliveries to Bradford Villa and Bickford Cottages after not being able to deliver to those patrons for almost a year. Christian Bridgewater joined the Library staff in January as a clerk in Collection and Outreach Services. Jennifer Burkett has started to inventory the IT equipment and is working on getting quotes for new hardware and software. Ms. Helsabeck stated that the Library was asked to submit Covid-related expenses to the City for inclusion in their CURES grant. The City received about half of their requested amount, but the Mayor has informed her that the Library will not receive any of the grant funds. Ms. Helsabeck has asked Ben Uzelac to look into this and ask that the Library receive at least a portion of the

\$4,000 it submitted to the grant. Ms. Helsabeck then reported on the recent trustee workshop presented by RAILS on January 20. She highlighted several of the important facts she gleaned from the workshop including the need for libraries to levy the full amount each year, acknowledging the value of the staff and the importance of staff raises, how much funds to roll over at the end of each fiscal year, and how much to keep in your reserve fund. She encouraged those trustees who were not able to attend the workshop to go back and watch the recorded session.

VII. COMMITTEE REPORTS:

A. Audit - Lynn Niewohner: Lynn Niewohner presented the Expenditure Approval List for the month ending January 31, 2021, in the amount of \$126,372.71. She noted several entries including the annual invoices for liability insurance and a large check to Keck for the replacement of two compressors. There being no discussion, Lynn Niewohner moved to approve the January 31, 2021, Expenditure Approval List as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

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

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

B. Finance - Lynn Niewohner: Lynn Niewohner reported that the Finance Committee met on February 8, 2021, where they discussed the draft FY21/22 budget. She asked that the approval of the draft budget be tabled until the Finance and Personnel Committees can meet jointly to discuss administrative raises. After that discussion, she will ask for an approval of the draft budget at the March Board meeting.

C. Building & Grounds: Lynn Niewohner reported that the Building and Grounds Committee met on January 27, 2021, however she was unable to attend that meeting. Kathleen Helsabeck stated that the committee reviewed the FY20/21 project list and discussed the FY21/22 building project list. She noted that the project list now includes equipment and technology needs. She stated that the main project to be completed as soon as possible is the repair and replacement of the Dryvit on the outside of the building. This was a 2020 project that was unable to be completed, and will be financed by TQ. Another large project is an upgrade of the servers at an approximate cost of \$62,584. She will be asking the Foundation Board to fund this project at their February 17 meeting. Ms. Helsabeck stated that Adams County Glass has recommended that all of the windows original to the building be replaced in the same manner as the reference area windows since they are leaking and do not provide effective insulation against the weather. She is planning on replacing the windows in the audio/visual area this year and will pay for that project with funds recently received from an estate. There being no further discussion,

Harry Ruth moved that the Board approve the proposed FY21/22 list of building & equipment projects and funding as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

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

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

D. Personnel: Kathy Ridder was absent. The Personnel Committee did not meet.

E. Policy: Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet, but presented a draft Gift Acceptance Policy for discussion. She stated that the Foundation Policy Committee drafted this policy, which proposes that all unrestricted donations to the Library be transferred to the Foundation. She stated she has lots of questions about this proposal and what it means to the Library. She is asking that the Policy and Finance Committees meet jointly to discuss this policy and the concerns over unrestricted gifts.

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

VIII. UNFINISHED BUSINESS

A. Discussion of Closed Session Minutes / Open Meetings Act. Kathleen Helsabeck stated that, as instructed at last month's Board meeting, she met with Joe Duesterhaus to discuss how to review closed session minutes. She noted that there are over 100 closed sessions that have written minutes from 2005 to 2020. Mr. Duesterhaus recommends that the Board review minutes from the past 24 months as older minutes are outside of the statute of limitations for the Open Meetings Act, and do a review of closed session minutes twice a year. He stated that the vote to open or keep the minutes closed must be done in open session. He has offered to review the closed session minutes and make a recommendation on what to open, then the Board can approve that recommendation at their next meeting. After a brief discussion, it was decided that Ms. Helsabeck will prepare the closed session written minutes to be reviewed by the Board in March. If the Board has any questions about the minutes, Mr. Duesterhaus will be consulted.

B. Per Capita Grant Requirements – Chapter 13 and Appendices *Serving Our Public*. Kathleen Helsabeck reviewed Chapter 13 – Marketing, Promotion, and Collaboration with the Board. She noted that the Library has a Marketing Coordinator, a marketing plan, and regularly partners with community organizations for Library events and programs. In the Appendices, Ms. Helsabeck noted the two tables that refer to

recommended staffing levels and recommended hours of services. She stated that the Library is in between two population categories and is sufficiently staffed at the minimum level, but understaffed at the growing, established, and advanced levels. As for recommended hours of service, the Library is currently open 60 hours per week, which is lower than the recommended hours for any of the levels.

IX. NEW BUSINESS

A. Discussion of Public Room Usage. Pam Rein stated that she and several other Board Members have received several emails from a patron asking that the Library return to in-person programming for the book groups and discussion groups. Kathleen Heselbeck stated that it has been frustrating for both staff and patrons to have only virtual programs, but the Library is working on again offering in-person programs starting March 1. Burgundy Hill noted that the Library does not currently have a staff member handling the adult programming and these groups require a large amount of staff interaction including scheduling the program and facilitating the discussion. She is recommending that the book groups and the discussion groups meet in person without staff interaction starting March 1, noting that most of the book groups have already met virtually in February. She further stated that staff are working on in person programs for March, but need time to move from a virtual environment to in-person. The Board asked that an email be sent to the book and discussion groups inviting them to meet in person before the March 1 date, but not offer public meeting space until after March 1.

B. Lynn Niewohner announced that Debbie Tripp has retired from the Library after 41 years of service and asked if the Library was planning a celebration. Ms. Heselbeck reported that Ms. Tripp has stated that she does not want a party. Pam Rein suggested that the Board send her a card congratulating her on her retirement.

X. PUBLIC COMMENTS

There were no public in attendance.

There being no further discussion, Lynn Niewohner moved to adjourn the meeting. Cheryl Predmore seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and two absent. The meeting was adjourned at 7:17 p.m.

Respectfully submitted,
Kimberly Akers