

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

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

**I. APPROVAL OF AGENDA**

Harry Ruth moved to approve the agenda as presented. Lynn Niewohner seconded. Pam Rein asked that the agenda be amended to allow for public comments immediately following approval of the agenda. Lynn Niewohner moved to approve the agenda as amended. Kathy Ridder seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Ketteman moved to approve the February 9, 2021, regular meeting minutes as presented. Ben Uzelac seconded, and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Pam Rein welcomed everyone to the meeting, and stated how happy she was to be meeting in person at the Library.

**IV. RECOGNITION OF CORRESPONDENCE**

One comment from the suggestion box was presented praising Library staff in general and Katie Kraushaar specifically. An email from Angela Johnson was presented complimenting the Library on the Historic Newspaper Archive. Two screen shots of Library Facebook posts and their accompanying positive comments were included in the correspondence.

**V. PUBLIC COMMENTS**

Meenal Mamdami, Andrea Rogers, Dennis McGuire, Anne Stupavsky, and Mary Jane Rischar asked to speak to the Board about the Socrates Café and Candid Conversations discussion groups. They asked the Board to reconsider their decision to no longer sponsor these organizations and allow them to hold hybrid Zoom/in-person meetings at the Library. Pam Rein thanked the group for their comments.

**VI. LIBRARY REPORTS:**

**A. Financial Report - Lynn Niewohner**

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of February 28, 2021, was \$1,218,579.00. Total assets were \$1,218,669.00. Total liabilities were \$70,548.50.

## **B. Circulation and Events Report**

Burgundy Hill presented an infographic which showed continued increases in the use of the hold lockers, digital services, and website views. She noted that the take and make crafts continue to be popular with 357 distributed in February of 2021 as compared to 39 in February of 2020. Ms. Hill stated that the Library has added 20 Wonderbooks to the children's collection, which have proven to be very popular. Also in the children's area, the Library is partnering with the Adams County Health Department's initiative, All Our Kids, to co-host programs for Week of the Young Child in April. She announced that Katie Kraushaar has accepted the Community Engagement Librarian position, which has left the Reference Librarian position vacant. Bobbi Mock stated that Val Stark accepted the Technical Services Specialist position and Christian Brigewater was promoted into Ms. Stark's Senior Delivery Specialist position, which left a vacant part-time Clerk position. Ms. Hill reported that book clubs met virtually in March, but will be attending their meetings in person starting in April. Also in April, the Library is working on programs to celebrate National Library Week and continuing work on the upcoming summer reading program and the Big Read. Jennifer Burkett has completed an inventory and audit of the Library's computer equipment to create a starting point for updating hardware and software for the staff and patrons. Ms. Mock reported that the latest REALM data has reduced material quarantine time from three days to 24 hours. She noted that even though the book drops opened in February, patrons are still not utilizing them as much as they had in the past. She also reported that the Library is going to start phasing out the separate shelving for the paperback collection as publishers are changing the sizing and formatting of paperbacks. Ms. Mock completed the report by stating that the long computer table in reference has been split into two shorter tables creating more open space in reference. This will also allow the Library to offer computer classes that won't disrupt the entire browsing area.

## **C. TAB Report**

Charles Hall reported that teens enjoyed the virtual discussion with representatives from John Wood Community College about college applications as well as three game nights. He stated that Wii Wednesdays has been changed to Teen Thursdays, and teen gathered in person for the first time in several months on March 4. In addition, TAB has been moved to Thursdays and will meet in person on March 11.

## **D. Director's Report**

Kathleen Helsabeck reported that she had an initial meeting with Crescent Electric to look into changing the lights in the Library to LED. She is expecting an estimate from them soon. Three different areas in the Library are experiencing HVAC issues; she noted these are not serious but still need to be addressed. She is working with the City to move the Library's payroll from the 15<sup>th</sup> and the 30<sup>th</sup> of each month to a 26-week pay period with the staff getting paid on every other Friday. This will be easier to calculate payroll as well as provide consistency in pay periods. Ms. Helsabeck, Bobbi Mock, and Burgundy Hill are working on developing a staff engagement survey as part of the strategic plan to help identify problem areas and address the issues as needed. Responses will be evaluated by an independent 3<sup>rd</sup> party and staff will be surveyed again in 12 – 18

months. Ms. Helsabeck then responded to several concerns that came out of the February 23 joint meeting of the Finance and Personnel Committees. She stated that after a conversation with Joe Dueterhaus, he determined that the administrative salary structure policy developed by the Board in 2015 was not approved correctly as part of the Open Meetings Act and was not added to the official QPL Policy Manual. Therefore, it is not an actual board-approved policy. Also at the joint meeting, Ms. Helsabeck was asked to provide copies of the non-union staff evaluations as had been provided to the Board by previous directors. She stated that she checked with HR Source, and they determined that staff evaluations are confidential and not subject to FOIA requests. Jennifer Winking of Scholz, Loos, Palmer, Siebers, and Dueterhaus agreed, but said that if there is an issue with a specific employee, evaluations may be made available to the Board to resolve the issue but the Board should not be involved in the evaluation process as a rule. Ms. Helsabeck then presented an overview of the increased responsibilities of the administrative staff since the start of the pandemic. Lynn Niewohner stated that the Board has followed the administrative salary structure since its inception without any issues. She asked that the Policy Committee address the concerns with the document and develop a policy to be approved by the Board. She also stated that Ms. Helsabeck was not asked for the actual evaluations but a summary of the content of the evaluations. Pam Rein asked that any further discussion of administrative salaries be continued in Executive Session.

**VII. COMMITTEE REPORTS:**

**A. Audit - Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending February 28, 2021, in the amount of \$93,915.76. There being no discussion, Lynn Niewohner moved to approve the February 28, 2021, Expenditure Approval List as presented. Kathy Ridder seconded. A roll call vote was held with the following results:

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

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

**B. Finance - Lynn Niewohner:** Lynn Niewohner reported that the Finance Committee met on February 8, 2021, and again jointly in executive session with the Personnel Committee on February 23, 2021, to discuss the draft FY21/22 budget. She stated that because there were changes made to the budget after the February 23 meeting that the Finance Committee has not yet approved, she would like to table the vote on the budget until after the executive session discussion about administrative salaries. Kathleen Helsabeck then reviewed the draft budgets. She stated that the Quincy tax fund figure came directly from Sheri Ray after the Mayor told her to expect a 1-2% increase. She noted that she added in the disbursement that the Foundation approved at their

February 17 meeting along with the funding anticipated from the Friends of the Library. On the expense side, she stated that the salary line includes hiring for two vacant clerk positions and salary increases for union employees. The accelerated IMRF payment line includes expenses for one or two potential retirements, and the health insurance line is expected to decrease slightly due to changes in staffing. The LIRA liability insurance line includes a 35% increase, but Ms. Helsabeck stated she hopes that it will not increase as much as anticipated. She included the cost of the Dry-vit project in the Building Capital Outlay line, and noted that TQ has agreed to fund this project. Based on the draft revenue and expense numbers, there is an estimated \$10,476.72 overage in the budget.

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

**D. Personnel:** Kathy Ridder reported that the Personnel Committee met with the Finance Committee on February 23, 2021, in executive session to discuss administrative salaries and the draft FY21/22 budget.

**E. Policy:** Megan Duesterhaus-AuBuchon reported that 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**

No Unfinished Business was brought before the Board.

## **IX. NEW BUSINESS**

**A. Strategic Plan Review.** Bobbi Mock reviewed the latest strategic plan accomplishments. She noted that even though not a lot was able to be done on the strategic plan since December due to the pandemic, the staff were able to acquire several new staff members, make notable changes to internal procedures, provide materials to the public even when services were reduced, and slightly increase revenue. Kathleen Helsabeck stated that the current strategic plan will run until 2022; she would like to start work on the new strategic plan later in 2021.

## **X. PUBLIC COMMENTS**

Mary Jane Rischar again questioned why the Library chose to move away from sponsoring the discussion groups and asked the Board to reconsider its decision.

There being no further discussion, Lynn Niewohner moved to adjourn the regular meeting and reconvene into executive session. Ben Uzelac seconded and the meeting was adjourned at 7:24 p.m. Megan Duesterhaus-AuBuchon moved to reconvene into regular session. Angela Ketteman seconded and the executive session was adjourned at 8:18 p.m.

Angela Kettelman moved to open all of the closed session minutes except for July 9, 2019. Cheryl Predmore seconded and the motion was approved. Lynn Niewohner moved to approve the director's salary as discussed in executive session. Kathy Ridder seconded and the motion was approved. Lynn Niewohner moved to approve the draft FY21/22 budget as presented. Megan Dueterhaus-AuBuchon seconded. A roll call vote was held with the following results:

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

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

There being no further discussion, Ben Uzelac moved to adjourn the meeting. Cheryl Predmore seconded and the regular meeting was adjourned at 8:26 p.m.

Respectfully submitted,  
Kimberly Akers