

**Quincy Public Library  
Board of Trustees Meeting  
April 13, 2021  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, April 13, 2021, with Pam Rein presiding. Trustees present: Cheryl Predmore, Chris Pratt, Lynn Niewohner, Angela Ketteman, Kathy Ridder, and Harry Ruth. Trustees absent: Megan Duesterhaus-AuBuchon and Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, Charlie Jones – TQ Liaison, and Charles Hall – TAB Representative.

**I. APPROVAL OF AGENDA**

Lynn Niewohner moved to approve the agenda as presented. Kathy Ridder seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Lynn Niewohner moved to approve the March 9, 2021, regular meeting minutes as presented. Harry Ruth seconded and the motion carried.

**III. PRESIDENT’S COMMENTS**

President Pam Rein welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

An email from Jamie Scholz was received thanking Bill Waters for his help with her daughter’s school project. An email from Jason Ramey was received thanking Bill Waters and Jessica Zapata for welcoming him to the Library. An email was received from Greg Kreinberg thanking Katie Kraushaar for helping him locate some information on the Historic Newspaper Archive. A note thanking Bobbi Mock for serving on the board of the Tri-States Area Information Services was received. A note thanking Anna Luparell for her help with a research project was received. A positive Facebook comment was shared with the Board.

**V. PUBLIC COMMENTS**

Beth Young and Mary Jane Rischar asked to speak to the Board about the Socrates Café discussion group. Pam Rein thanked them for their comments.

**VI. LIBRARY REPORTS:**

**A. Financial Report - Lynn Niewohner**

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of March 31, 2021, was \$1,177,437.58. Total assets were \$1,177,527.58. Total liabilities were \$131,879.56.

**B. Circulation and Events Report**

Bobbi Mock presented several new items in the collection that the Library is now offering

for checkout as part of its Library of Things. She showcased one of the new kits from the Illinois Department of Natural Resources that provides hands-on tools to teach elementary school students about natural history such as Illinois fossils, mammals, and state symbols. She also presented the new Reminisce Kits, which help with memory loss and will be checked out to long-term care facilities. She noted that all of these items are available for checkout; a binder highlighting all of the items available for checkout as part of the Library of Things is being created. Ms. Mock also showed some new adult books designed for adults with lower reading levels.

Burgundy Hill reported that the Library has been working with All Our Kids to present programs during Week of the Young Child. The Library has received a grant from Healing Illinois through the United Way to help tweens start conversations about diversity and inclusion. Programs on this topic are being presented every Thursday through the end of May. The new Architecture Database is nearly complete and will be presented to the public soon. She reported that the Library celebrated National Library Week with a proclamation by the Mayor, promotions about the Library on social media, and a scavenger hunt in The District. Ms. Hill stated that Katie Kraushaar is settling into her new position as Community Engagement Librarian and is working on partnerships with like-minded organizations in the community. The Library recently partnered with Quincy Community Theater to highlight the works of Emily Dickinson as part of their production of “The Belle of Amherst.” The Library is also partnering with the local chapter of the Alzheimer’s Association to present a series of workshops. Staff continue to finalize plans for summer reading, which will kick off on Saturday, June 5, at the Library. There will be daily programs and activities throughout the summer.

### **C. TAB Report**

Charles Hall reported that teens discussed the future of TAB and made several changes. TAB elected a new president prior to the pandemic, but that didn’t work out so they returned to the former slate of officers. He stated that most of the members of TAB are seniors and will be graduating at the end of the school year. TAB members are working on recruiting new, younger members to keep the group going. Mr. Hall noted that teens are working with staff on summer reading plans and creating prize baskets.

### **D. Director’s Report**

Kathleen Helsabeck reported that the heavy rains in March caused some water to leak around the windows on the east side of the building near the audio/visual shelving. She will ask the Mary Weems Barton/Quincy Public Library Foundation for a special disbursement to replace this wall of windows at their May meeting. New computer equipment for staff and patrons continues to arrive. This equipment was funded through a donation from TQ and the Foundation. Ms. Helsabeck reported on several staff vacancies due to terminations and staff moving positions which are causing some staffing shortages in the evenings. She hopes to have all vacancies filled by the beginning of May. She announced that QPL Day, the annual staff training day, will occur on Friday, April 30, and will highlight safety and emergency training. Administration has decided to keep the winter hours rather than move to shorter hours throughout the summer. The

Friends have announced that they will hold a large book sale at the Quincy Town Center in the old Dress Barn location May 13-15 and May 20-22 from 11:00 a.m. to 7:00 p.m. each day. They have not been able to hold their last two book sales due to the pandemic and have amassed a large amount of books and other materials for the sale.

**VII. COMMITTEE REPORTS:**

**A. Audit - Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending March 31, 2021, in the amount of \$129,133.03. She noted a large amount of purchases for the collection, the invoice for the new computers, and summer reading supplies. A question was asked about the payments to other libraries for lost materials. Bobbi Mock stated that if a patron loses another library’s materials, QPL will reimburse the owning library once the patron pays for the item. The same holds true for QPL items lost by another library’s patron; they reimburse QPL once the patron has paid them. There being no further discussion, Lynn Niewohner moved to approve the March 31, 2021, Expenditure Approval List as presented. Chris Pratt seconded. A roll call vote was held with the following results:

Chris Pratt	yes	Lynn Niewohner	yes
Kathy Ridder	yes	Harry Ruth	yes
Pam Rein	yes	Angela Kettelman	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	absent
Ben Uzelac	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 with the Policy Committee on March 29, 2021, to discuss the draft Gift Acceptance Policy. A copy of the minutes was included with the packet. Ms. Niewohner stated that she will call a meeting of the Finance Committee in the near future. Kathleen Helsabeck discussed a memo she wrote explaining the funding and levy requirements for both the QPL and TQ Boards to be eligible for the Per Capita Grant. Ms. Helsabeck stated that the Illinois State Library has hired a new person to handle the Public Library Per Capita Grant Program. He shared previously unknown information with her, which she compiled into an informational memo for the Boards. She noted that in order to be eligible for the Per Capita Grant, libraries must levy a tax at a rate of not less than .13%. Neither Board currently levies this amount, but additional funding is provided by the City of Quincy to bring the QPL funding up to that mark. She noted a chart included on the memo showing the decreasing levy rate and increasing subsidy funding over the past four years. She stated that the City is aware of this trend, and she will be speaking to new Mayor Troup as well as the new City Council members about library funding. The TQ Board supplements their funding to QPL by providing additional funds from their savings for special projects. Should that additional funding cease from either source, the City and the TQ Board would need to levy additional taxes to meet the .13% threshold for the grant requirements.

**C. Building & Grounds:** Lynn Niewohner reported that the Building and Grounds Committee did not meet. Harry Ruth suggested that the committee meet to discuss the window replacement project.

**D. Personnel:** Kathy Ridder reported that the Personnel Committee did not meet.

**E. Policy:** Megan Duesterhaus-AuBuchon was absent. The Policy Committee met with the Finance Committee on March 29, 2021.

**F. Ad Hoc – Advocacy.** Chris Pratt reported that the Ad Hoc Advocacy Committee did not meet, but he would like to call a meeting to discuss promoting the Library at the Friends’ upcoming book sale.

#### **VIII. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

#### **IX. NEW BUSINESS**

**A. Appointment of a Nominating Committee.** Pam Rein stated that a Nominating Committee is needed to recommend a slate of officers for FY21/22 and to recommend appointments to fill any vacancies. The terms of Lynn Niewohner, Chris Pratt, Pam Rein, and Angela Ketteman expire in 2021. Ms. Niewohner has stated she will be resigning her position on the Board. Ms. Rein asked Harry Ruth to chair the committee and asked Chris Pratt to serve. She will contact Megan Duesterhaus-AuBuchon and ask her to also serve on that committee.

**B. Statements of Economic Interest.** Kim Akers emailed a copy of the blank Statement of Economic Interest to Board Members to be completed, signed, and returned to her. She also distributed paper copies of the form to be completed at the meeting.

#### **X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Lynn Niewohner moved to adjourn the meeting. Cheryl Predmore seconded and the meeting was adjourned at 6:49 p.m.

Respectfully submitted,  
Kimberly Akers