

**Quincy Public Library
Board of Trustees Meeting
May 11, 2021
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, May 11, 2021, with Pam Rein presiding. Trustees present: Cheryl Predmore, Chris Pratt, Lynn Niewohner, Angela Ketteman, Kathy Ridder, Megan Duesterhaus-AuBuchon, and Ben Uzelac. Trustees absent: Harry Ruth. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, Christa Johnson – TQ Liaison, and Charles Hall – TAB Representative.

I. APPROVAL OF AGENDA

Lynn Niewohner asked that Public Comments be moved after Approval of the Agenda, and moved to approve the agenda as revised. Chris Pratt seconded and the motion carried.

II. APPROVAL OF MINUTES

Kathy Ridder moved to approve the April 13, 2021, regular meeting minutes as presented. Cheryl Predmore seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Pam Rein welcomed everyone to the meeting. She reminded the Board that the Library needs the support of the community, and the Board should do whatever is possible to encourage that support.

IV. RECOGNITION OF CORRESPONDENCE

The Library celebrated National Library Week in April and received several nice cards and treats from patrons. A card from the Scott family was included in the packet. LeAnne Balzer has been relabeling fiction series books to indicate the series number on the spine. A patron comment thanking LeAnne for her efforts was shared by a staff member. Liz Lowenberg, a teacher from Blessed Sacrament School, brought her 2nd grade class to the Library for a tour. She sent an email thanking Bill Waters and Sean Waters, and mailed thank you cards from the students. Constance Shinn emailed Kathleen Helsabeck to ask when the Library will be easing the mask requirements. Ms. Helsabeck responded saying that the Library continues to follow Adams County Health Department guidelines and will continue to require masks until they reduce restrictions. A patron complimented staff members on how they interacted with a patron who needed information on donations.

V. PUBLIC COMMENTS

Meenal Mamdani asked to speak to the Board about the Socrates Café discussion group. Pam Rein thanked her for her comments.

VI. LIBRARY REPORTS:

A. Financial Report - Lynn Niewohner

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of April 30, 2021, was \$1,125,685.03. Total assets were \$1,125,775.03. Total liabilities were \$49.00.

B. Circulation and Events Report

Burgundy Hill reported that three new employees have joined the Reference desk – Emily Rohlf joined the staff as a librarian and Sara Deters and Andrew Allen joined the staff as clerks. In addition, Mikayla Byrd has moved from the Circulation desk to the Children’s area as a clerk. Plans and the program guide are being finalized for this year’s summer reading program which kicks off on June 5. Patrons are being asked to read 30 hours this summer and use the Beanstack app to track their reading time. Ms. Hill noted that there are over 100 programs being presented in June and July as part of the summer reading program. Leo the Library Lion was a contestant as part of the Salvation Army’s “Unmasking the Singer” fundraiser. Rajah Maples was unmasked as Leo.

Bobbi Mock highlighted the traffic and circulation chart on the first page of the Library report noting that while traffic figures are still down from previous years, daily visitors to the Library are slowly increasing thanks to the nicer weather and increased vaccinations. She reported that the Circulation desk also welcomed two new employees – David Finson and Auri Pagliara have joined the staff as clerks. A local authors circulating collection has been created to help promote local authors. Ms. Mock then presented the statistical review for the year. The data compares numbers from the past several years for circulation by material type, circulation by patron type, total circulation trends, patron registrations, active cardholders, locker use, and digital services data. She noted that while the circulation figures from 2020 were not ideal because of the pandemic, they are starting to trend upward. Ms. Mock also noted that use of the lockers exploded during the pandemic, and the Library saw increased use of the digital services when the Library was closed to the public.

C. TAB Report

Charles Hall reported that attendance at the Thursday teen gaming program has been increasing each week. TAB will host a graduation celebration on May 18. He noted that teens are looking for volunteers to help with the summer reading program and putting together the prize baskets.

D. Director’s Report

Kathleen Helsabeck reported that she has received a new quote for the repair of the windows in the A/V area, which was slightly higher than expected. The new servers have been installed and the next phase of the computer upgrade is underway. She stated that QPL Day was a great success with the focus on safety and emergency training. The Illinois State Library has indicated that there will be new funding through the American Rescue Plan to help libraries that were affected by closures due to the pandemic. No guidelines are available yet for the grant, but Ms. Helsabeck expects it to emphasize

technology and accessibility. The Friends are hosting their first book sale since the beginning of the pandemic, which will be held at the Quincy Town Center. She thanked those Board Members who have already signed up to work the advocacy table during the book sale and encouraged those who haven't signed up to choose a time that works best for them.

VII. COMMITTEE REPORTS:

A. Audit - Lynn Niewohner: Lynn Niewohner presented the final Expenditure Approval List for FY20/21 ending April 30, 2021, in the amount of \$70,172.80. She noted the accelerated payment to IMRF, and cautioned the Board to keep on top of future accelerated payments especially for the non-union staff. There being no further discussion, Lynn Niewohner moved to approve the final Expenditure Approval List for FY20/21 as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

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

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

Ms. Niewohner then presented the first Expenditure Approval List for FY21/22 as of May 11, 2021, in the amount of \$72,331.56. She noted the payment to Patron Point, which is the software used for emailing newsletters as well as other marketing projects. There being no further discussion, Lynn Niewohner moved to approve the first Expenditure Approval List for FY21/22 as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

Chris Pratt	yes	Lynn Niewohner	yes
Kathy Ridder	yes	Ben Uzelac	yes
Pam Rein	yes	Angela Kettelman	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Harry Ruth	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 did not meet, but asked Kathleen Helsabeck to call a meeting to discuss the budget. She stated that she was not comfortable with approving the revised FY20/21 budget because the Finance Committee had not had a chance to look at it prior to the meeting. Ms. Helsabeck stated that the revisions simply reflect the final revenue and expenditure numbers for FY20/21. Cheryl Predmore stated that she doesn't feel it is necessary to approve the revisions after the funds were spent; the time to revise the

budget was when the revisions first became necessary. Ms. Helsabeck stated that she asked the Finance Committee to approve the revisions at the December 2, 2020, Finance meeting. However, at that time the committee agreed that it was not necessary make a motion revising the budget. After further discussion, the Board agreed that no further action was needed. No vote was called to approve the final revisions to the FY20/21 budget.

C. Building & Grounds: Lynn Niewohner reported that the Building and Grounds Committee did not meet. She asked that Kathleen Helsbeck call a meeting to discuss the window replacement project.

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

E. Policy: Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet, but she met with members of the Foundation Policy Committee to continue the discussion on the draft Gift Acceptance Policy for both Boards. The Foundation will discuss the draft policy at their May 19, 2021, meeting. After their policy is approved, the QPL Board will discuss the draft QPL policy at the June 8, 2021, meeting.

F. Ad Hoc – Advocacy. Chris Pratt reported that the Ad Hoc Advocacy Committee did not meet, but encouraged Board Members to volunteer at the Friends’ book sale.

VIII. UNFINISHED BUSINESS

A. Report from Nominating Committee. Chris Pratt reported that the committee recommends the following slate of officers for FY21/22:

President	Kathy Ridder
Vice President	Angela Kettelman
Secretary/Treasurer	Cheryl Predmore

Mr. Pratt then stated that the committee is recommending that Clarice Hetzler be appointed to the Board to fill the vacancy left by Lynn Niewohner. Pam Rein stated that if there is a suitable candidate, she is considering resigning her seat. Kathleen Helsabeck stated that a library patron has expressed interest in serving on the Board, and would be a good fit for the Board. Kathy Ridder asked if non-Board Members could serve on committees. Mr. Pratt stated that non-Board Members can attend open committee meetings, but cannot be voting members of official committees. However, non-Board Members can be asked to serve on ad hoc committees.

IX. NEW BUSINESS

A. Approval of FY21/22 Non-Resident Fee. Kathleen Helsabeck presented the formula for calculating the FY21/22 non-resident fee, which sets the fee at a minimum of \$77.80. She asked the Board to consider lowering the fee to \$80 rather than the \$100 fee used in the past. She stated that \$80 is more in line with the average cost per taxpayer, and would allow the Library to be more accessible for those patrons negatively affected

financially by the pandemic. After a brief discussion, Angela Kettelman moved to approve the FY21/22 non-resident fee of \$80 effective June 1, 2021. Ben Uzelac seconded. A roll call vote was held with the following results:

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

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

X. PUBLIC COMMENTS

Melissa DeVerger stated that she enjoyed QPL Day this year, and thanked the Administrative team for developing the agenda for the day.

There being no further discussion, Chris Pratt moved to adjourn the meeting. Ben Uzelac seconded and the meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Kimberly Akers