

**Quincy Public Library  
Board of Trustees Meeting  
June 8, 2021  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, June 8, 2021, with Pam Rein presiding. Trustees present: Cheryl Predmore, Chris Pratt, Lynn Niewohner, Angela Ketteman, Harry Ruth, Kathy Ridder, and Megan Duesterhaus-AuBuchon. Trustees absent: Ben Uzelac. 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. Chris Pratt seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Chris Pratt moved to approve the May 11, 2021, regular meeting minutes as presented. Angela Ketteman seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Pam Rein welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

An email from a staff member sharing a positive patron comment was included in the Board packet. Bobbi Mock stated that Susan Sturm was so pleased with the research assistance she received from the Reference staff that she made a donation to the Library as a thank you.

**V. PUBLIC COMMENTS**

No public was in attendance.

**VI. LIBRARY REPORTS:**

**A. Financial Report - Lynn Niewohner**

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of May 31, 2021, was \$1,239,277.42. Total assets were \$1,239,367.42. Total liabilities were \$102,792.89.

**B. Circulation and Events Report**

Bobbi Mock reported that the door counters were not working part of the month, but noted that the traffic continues to increase. RSA will be moving their offices the end of June; Ms. Mock does not anticipate an interruption in delivery service. Burgundy Hill reported that summer reading kicked off on June 5 with over 400 people attending the day-long event and approximately 180 people attending the programs offered throughout the day. A total of 675 people have registered for the summer reading program through Beanstack, and six have already read the required 30 hours.

**C. TAB Report**

Charles Hall reported that several teens volunteered at the summer reading kickoff, and are looking forward to the programs. Some of the upcoming programs include making a plantable bookmark, a book binding workshop, paper quilling, and a Zine workshop. In answer to a question, Mr. Hall stated that there is a core group of approximately five to six teens that regularly attend the Thursday gaming afternoons with overall attendance averaging around 12 – 15 teens. The Library is offering an additional gaming afternoon on Tuesdays throughout the summer.

**D. Director’s Report**

Kathleen Helsabeck reported that she made an additional request of the Mary Weems Barton/Quincy Public Library Foundation to fund more repairs to the windows in the A/V area, additional signage, and new chairs for the reference area. In addition to approving that request, the Foundation also discussed the draft Gift Acceptance Policy. Chris Pratt stated that the Foundation agreed to change the amount of unrestricted gifts to remain at QPL from 1% of the operating budget, or \$25,000, to \$5,000 and under. The Foundation asked that the QPL Board approve this policy before they approve it at their August meeting. The QPL Board will discuss this draft policy at the July meeting. Ms. Helsabeck then reported that the Friends of the Library’s recent book sale at the Quincy Town Center raised \$3,590.78, which included \$487.93 in donations and seven new memberships. She stated that Library staff are preparing for the annual audit. Ms. Helsabeck met with Sue Voth of V & R Accounting to contract with them to update the QPL Trust Funds report for the audit. She concluded her report by stating that she recently completed a nine-month Non-Profit Leadership Academy where such topics as organizational culture, leadership styles, innovation, and personal wellness were discussed.

**VII. COMMITTEE REPORTS:**

**A. Audit - Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for May 31, 2021, in the amount of \$104,839.55. There being no discussion, Ms. Niewohner moved to approve the Expenditure Approval List as of May 31, 2021, as presented. Angela Kettelman seconded. A roll call vote was held with the following results:

Lynn Niewohner	yes	Chris Pratt	yes
Kathy Ridder	yes	Megan Duesterhaus-AuBuchon	yes
Angela Kettelman	yes	Cheryl Predmore	yes
Harry Ruth	yes	Pam Rein	yes
Ben Uzelac	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 June 3 where they discussed requesting PPE funds from the City. Kathleen Helsabeck stated that she met with Mayor Troup and was told that the City will

be receiving \$5 million in PPE funds and the County will be receiving \$12 million. She asked if the Library would be able to request some of those funds to finish replacing all of the original windows in the building. The estimated cost of the replacement is \$100,000. Mayor Troup asked that the Library make their request by the end of July. Ms. Helsabeck has asked Will Matlick to get three estimates, which the Building and Grounds Committee will discuss and make a request to the City. Ms. Niewohner then stated that the Committee is recommending that a new bank account be created and \$400,000 be transferred from the Homebank checking account to create a replacement reserve fund. Ms. Helsabeck stated that she talked to Brady Frericks at Homebank who is recommending a business money market account that requires a minimum balance of \$2,500, pays a slightly higher tiered interest rate, has no fees, and allows for a maximum of six withdrawals per month. There being no further discussion, Lynn Niewohner moved to approve the transfer of \$400,000 from the Homebank checking account into a separate account, preferably a high-interest money market account, for the purpose of creating a replacement reserve fund. Cheryl Predmore seconded. A roll call vote was held with the following results:

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

The motion carried with eight yes votes, zero no votes, and one absent. Ms. Niewohner then asked that the Finance Committee minutes be clarified to show that she requested that a list of staff information be provided to the committee and not just her.

**C. Building & Grounds:** Lynn Niewohner reported that the Building and Grounds Committee did not meet. She reminded the Board that the presidents of both Boards, the Foundation, and the Friends of the Library agreed to meet every six months to discuss funding projects for the Library. That group last met in June of 2020.

**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.

**F. Ad Hoc – Advocacy.** Chris Pratt reported that the Ad Hoc Advocacy Committee did not meet. He thanked those Board members who volunteered at the Friends’ book sale.

## VIII. UNFINISHED BUSINESS

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

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

Dr. Ruth then stated that the committee is recommending that Clarice Hetzler and Dean LaVelle be appointed to the Board to fill the vacancies left by Lynn Niewohner and Pam Rein. The Board agreed to recommend these appointments to the Mayor. Kathleen Helsabeck has already discussed the appointments with the Mayor, but make a formal request. Mayor Troup has also agreed to attend the July Board meeting to swear in the new Board members.

## **IX. NEW BUSINESS**

**A. Strategic Plan Review.** Bobbi Mock reviewed the quarterly updates to the Strategic Plan. She noted changes to the vendor supplying access to the Historic Newspaper Archives. The original vendor had been sold to an international company and indicated that they would be nearly tripling the annual maintenance fee. A new vendor was found, and the archives are in the process of being transferred. In addition, the Oakley family has agreed to give the Library access to the remaining issues of the Quincy Herald-Whig from 1970 through February of 2021. Harry Ruth expressed concern and asked if the new owners of the paper will honor the agreement. Chris Pratt stated that if the agreement was in place before the newspaper was sold, it has to be honored. Kathleen Helsabeck noted that staff have been working closely with Ron Wallace, vice president of Quincy Newspapers. Ms. Mock also reported that while the Library did not receive the NEA Big Read Grant this year, a community read event is still being planned for 2021. The Library applied for a Community Foundation grant to help offset the event.

**B. IL Public Library Annual Report.** The IPLAR was completed and submitted to the State of Illinois by the May 31, 2021, deadline. A copy of the report was included in the Board packet.

**C. Annual Report to the City of Quincy.** The Annual Report to the City was also completed by the deadline and submitted to the City. A copy of the report was included in the Board packet.

**D.** Retiring Board Member Lynn Niewohner read a statement to the Board.

## **X. PUBLIC COMMENTS**

No public was in attendance.

There being no further discussion, Lynn Niewohner moved to adjourn the meeting. Kathy Ridder seconded and the meeting was adjourned at 6:45 p.m.

Respectfully submitted,  
Kimberly Akers