

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

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:03 p.m. on Tuesday, July 13, 2021, with Angela Kettelman presiding. Trustees present: Cheryl Predmore, Ben Uzelac, Harry Ruth, Megan Duesterhaus-AuBuchon, Dean LaVelle, and Clairice Hetzler. Trustees absent: Kathy Ridder and Chris Pratt. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Charles Hall – TAB Representative.

I. OATH OF OFFICE

City Councilman Ben Uzelac administered the Oath of Office to incoming Board Members Dean LaVelle and Clairice Hetzler, and welcomed them to the Board.

II. APPROVAL OF AGENDA

Cheryl Predmore moved to approve the agenda as presented. Megan Duesterhaus-AuBuchon seconded and the motion carried.

III. APPROVAL OF MINUTES

Megan Duesterhaus-AuBuchon moved to approve the June 8, 2021, regular meeting minutes as presented. Cheryl Predmore seconded and the motion carried.

IV. PRESIDENT’S COMMENTS

Vice President Angela Kettelman welcomed everyone to the meeting, and asked the new Board Members to introduce themselves.

V. RECOGNITION OF CORRESPONDENCE

A thank you card from Mrs. Bottorff’s 5th grade class was received thanking the Library for the virtual tour. A thank you note from Alta King was received thanking the Library for presenting the workshops on “Who We Are and Our Rainbow Symbol” and “Pronouns.” A thank you card from the Quincy Sister City Commission was received, along with a tray of goodies, thanking the Library for supporting the Germanfest. A letter from Secretary of State Jesse White was received awarding the Library the annual Per Capita Grant in the amount of \$59,933.68. Kathleen Helsabeck stated that the state legislature increased the per capita figure in the formula, which increased the Library’s award approximately \$9,000. She noted that the TQ Per Capita Grant amount increased nearly \$3,000.

VI. PUBLIC COMMENTS

Mary Downing, who worked at the Great River Film Co-op as part of the Quincy Public Library and retired from the Illinois State Library, congratulated Lynn Niewohner on her retirement from the Board and thanked her for serving the Library. Ms. Downing complimented the Library and congratulated Kathleen Helsabeck and the staff for all they do for the patrons of the Library.

VII. LIBRARY REPORTS:

A. Financial Report – Cheryl Predmore

Cheryl Predmore reported that the balance in the Homebank Operating Fund as of June 30, 2021, was \$1,203,616.14. Total assets were \$1,203,706.14. Total liabilities were \$150,679.78. Ms. Predmore noted that the Library is in the process of creating the reserve fund approved in June, and will be transferring \$400,000 out of the operating fund and into the reserve fund.

B. Circulation and Events Report

Bobbi Mock reported that the Library registered 269 new patrons and renewed 239 current cards in June. She noted that this is an average number for any month, but down for the first month of summer reading. Now that they are once again open to the public, Outreach staff have been visiting the senior care facilities in an effort to increase awareness of the homebound delivery program. They also distributed over 1,000 bookmarks to the clients of Meals on Wheels and Addus Health Care Services. Daily traffic and circulation numbers continue to increase. Ms. Mock reported that RSA successfully moved into new offices at the end of June, and there was no disruption in service. She noted that the Library transits approximately 6,000 items through the consortia every month.

Burgundy Hill reported that reference, children's and programming staff are very busy with the summer reading program and planning for the community-wide read. She will share summer reading attendance and participation numbers in August. Ms. Hill stated that the Library will hold the community read from September 18 through October 16, and will be reading "An American Sunrise," a book of poetry by U.S. Poet Laureate Joy Harjo.

C. TAB Report

Charles Hall reported that teens enjoyed several creative workshops and programs in June including creating a plantable bookmark, the book binding workshop, and a game of life-sized Clue. He noted that there was a good turnout for all of the programs, which are attracting new teens to the Library.

D. Director's Report

In addition to the items on the written report, Kathleen Helsabeck reported that a faulty sensor caused the fire alarms to go off at 1:30 the morning of July 12. However, the fire doors did not drop like they were supposed to when the alarms are triggered. She noted that the alarms also went off in June when the tile was being removed from the lower entrance and only one of the doors went down. A fire drill was held on QPL Day; the doors were manually lowered and worked just fine. The doors have since been repaired by Overhead Door, the only local company that repairs the equipment, and were working when tested manually. Ms. Helsabeck noted that the Library does not have an indoor sprinkler system, and the fire doors are currently the only option available. She stated that she was informed the new Quincy Public Schools have fire doors. Will Matlick will

be contacting QPS Head of Maintenance, Dane Barnes, to inquire about their fire doors.

Ms. Helsabeck then presented a proposal to purchase a mobile library as outlined in a written report. She stated that the new bookmobile would be smaller than the previous bus-sized bookmobile, and will cost an estimated \$350,000. She plans to fundraise and apply for grants to cover the cost of the vehicle and materials. She does not anticipate the need to hire any additional staff to offer this service to the community. Ms. Helsabeck stated that the first grant deadline is the end of August; she will continue to report on this project at the August Board meeting.

VIII. COMMITTEE REPORTS:

A. Audit – Cheryl Predmore: Cheryl Predmore presented the Expenditure Approval List for June 30, 2021, in the amount of \$154,282.69. Ms. Predmore noted several invoices for annual maintenance fees, renewal contracts, and materials. There being no discussion, Ms. Predmore moved to approve the Expenditure Approval List for June 30, 2021, as presented. Dean LaVelle seconded. A roll call vote was held with the following results:

Cheryl Predmore	yes	Megan Dueterhaus-AuBuchon	yes
Dean LaVelle	yes	Clairice Hetzler	yes
Harry Ruth	yes	Ben Uzelac	yes
Angela Ketteman	yes	Chris Pratt	absent
Kathy Ridder	absent		

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

B. Finance – Cheryl Predmore: Cheryl Predmore reported that the Finance Committee did not meet, but she would like to work on setting up regular quarterly meetings.

C. Building & Grounds – Harry Ruth: Harry Ruth reported that the Building & Grounds Committee did not meet. He asked if the Library had received all of the estimates for replacing the remainder of the original windows in the building. Kathleen Helsabeck replied that they are still gathering quotes, but hopes to have all of the estimates soon so the committee can discuss them. Ben Uzelac stated that the City has not yet received the funding, and will let Ms. Helsabeck know the deadline for submitting the request to the City.

D. Personnel – Clairice Hetzler: Clairice Hetzler reported that the Personnel Committee did not meet.

E. Policy - Megan Dueterhaus-AuBuchon: Megan Dueterhaus-AuBuchon reported that the Policy Committee did not meet, but presented the draft Gift Acceptance Policy, discussed at the June Board meeting, for approval. There being no further discussion, Megan Dueterhaus-AuBuchon moved to approve the draft Gift Acceptance

Policy as presented. Ben Uzelac seconded and the motion carried. Ms. Duesterhaus-AuBuchon asked that the members of the committee remain after the meeting to discuss meeting dates and times.

F. Ad Hoc Advocacy – Dean LaVelle. Deal LaVelle reported that the Ad Hoc Advocacy Committee did not meet.

IX. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

X. NEW BUSINESS

A. Committee Appointments. A copy of the FY21/22 Committee Appointments was included in the Board packet.

B. Memo of Understanding with Quincy Senior and Family Resource Center. Kathleen Helsabeck stated that the Library Emergency Manual was recently updated. The emergency evacuation plan calls for all staff and patrons to congregate in the Quincy Senior and Family Resource Center parking lot during an emergency and, if needed, shelter in the facility. Ms. Helsabeck contacted QSFRC Director Mike Drew to ask if this was still acceptable. He agreed, but asked for a mutual memo of understanding that not only allows the Library staff and patrons to gather in a safe space, but also allows for QSFRC staff to use the Library in case of emergency. There being no discussion, Harry Ruth moved to approve the memo of understanding as presented. Clairice Hetzler seconded and the motion carried.

C. Ben Uzelac informed the Board that Governor Pritzker has rescinded the Executive Order allowing public bodies to conduct public meetings online remotely effective July 24, 2021. The Board questioned whether or not the QPL Board is a public body and would be exempt from this directive as they are not elected, but appointed by the Mayor. Mr. Uzelac and Kathleen Helsabeck will look into the question.

D. Cheryl Predmore asked about the proposed new location for a book drop at John Wood Community College. Bobbi Mock stated that the book drop currently at Save-A-Lot on 12th and Locust is in disrepair and is not used much now that there is a book drop at Iles School a few blocks away. All of the book drops are being repaired and repainted one by one starting with the one at Walmart. The book drop at Save-A-Lot is the final book drop to be repaired, and will be moved to JWCC near the ATM on their parking lot when an agreement with JWCC is reached.

E. Kathleen Helsabeck requested that all Board Members use the front entrance to enter and exit meetings rather than use the emergency exit off of the meeting room. She wants all visitors to the Library to use the main entrance so as to be counted in the daily traffic numbers.

XI. PUBLIC COMMENTS

There were no comments from the public in attendance.

There being no further discussion, Ben Uzelac moved to adjourn the meeting. Cheryl Predmore seconded and the meeting was adjourned at 6:46 p.m.

Respectfully submitted,
Kimberly Akers