

**Quincy Public Library  
Board of Trustees Meeting  
August 10, 2021  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, August 10, 2021, with Kathy Ridder presiding. Trustees present: Cheryl Predmore, Harry Ruth, Megan Dueterhaus-AuBuchon, Angela Ketteman, and Clairice Hetzler. Trustees absent: Ben Uzelac, Dean LaVelle, and Chris Pratt. Others present: Kathleen Helsabeck, Kim Akers, Burgundy Hill, and Jennifer Harvey – TQ Liaison.

**I. APPROVAL OF AGENDA**

Harry Ruth moved to approve the agenda as presented. Angela Ketteman seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Ketteman moved to approve the July 13, 2021, annual meeting minutes as presented. Cheryl Predmore seconded and the motion carried. Cheryl Predmore moved to approve the July 13, 2021, regular meeting minutes as presented. Megan Dueterhaus-AuBuchon seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Kathy Ridder welcomed everyone to the meeting. She stated that she would like to plan a Board retreat in September. The Library's Strategic Plan will expire in 2022, and she would like to start work on it as soon as possible. She also noted that since the Board has so many new members, it would give the Board a chance to get to know each other. Ms. Ridder stated she envisions the QPL Board meeting in the morning, then the TQ Board, the Foundation Board, and the Friends of the Library joining the group in the afternoon. She and Kathleen Helsabeck are working on dates, a venue, and possible facilitators. She asked that anyone who has suggestions for the retreat to please contact her or Ms. Helsabeck.

**IV. RECOGNITION OF CORRESPONDENCE**

Several comments were received through the suggestion box commenting on a recent storytime hosted by Bill Waters, the Beanstack app for summer reading, and requests for paper event calendars for June and July. Burgundy Hill noted that the Library did not print event calendars during summer reading because there were too many programs to fit on one page. There is a print calendar for August. A thank you note from Lynn Niewohner was received thanking the Board for her going-away gift. A thank you note from Shirley Brinkmeyer was received thanking the Library for offering wi-fi hot spots for checkout.

**V. PUBLIC COMMENTS**

There were no public in attendance.

## **VI. LIBRARY REPORTS:**

### **A. Financial Report – Cheryl Predmore**

Cheryl Predmore reported that the balance in the Homebank Operating Fund as of July 30, 2021, was \$1,269,204.71, which still includes the amount set aside for the reserve fund. Ms. Predmore noted the new spreadsheet, which is a snapshot of the full financial report. She stated that it is still a work in progress, and asked for recommendations on any other information that the Board would like to see included. It was suggested that the percentage of budget spent be added to the expenditures by department.

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

Burgundy Hill reported that the Library received a grant from the Quincy Society of Fine Arts for the purchase of a new bank of lockers for the main Library. These will replace the current bank, which are failing. Ms. Hill then shared the final participation and program numbers from the summer reading program. There were 424 children, 47 teens, and 215 adults who signed up both online and on paper logs, and who read any amount for a total of 686 participants with 224 of those reading the goal of 30 hours. A total of 33 patrons read 100 hours or more and received a bonus prize. Ms. Hill noted that all age groups received prizes for reaching the half-way point and then a prize at the end. A total of 1,010,748 minutes were read across all age groups. A total of 2,223 patrons attended programs in all age levels. While program attendance was lower than 2019, Ms. Hill theorized that was primarily because the Library did not offer any large Friday programs, which were mainly attended by large day camps such as the Y and the Kroc Center. This year the Library focused on smaller children's and family friendly programs, but also provided special program times for the day camps. Cheryl Predmore stated that she and her children struggled with using Beanstack. She said she preferred that they not be on their devices during the summer, and that her girls liked to track their reading by titles rather than minutes. Ms. Hill thanked Ms. Predmore for her feedback, and noted that staff will be fine-tuning the program before next summer. She is also exploring the possibility of a fall/winter reading program with different reading requirements.

### **C. TAB Report**

Charles Hall was absent. There was not a TAB report.

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

Kathleen Helsabeck reported that the installation of new computers and planned migration to Windows 10 has not happened yet because of technical difficulties and staffing shortages at the City. Corey Dean and Jennifer Burkett continue to work on the migration and address the technical issues. Ms. Helsabeck noted that several libraries in RAILS are adopting policies to allow for Zoom meetings for both public and board meetings. She stated that she would rather the Library Boards continue to meet in person to allow for better communication and teamwork.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Cheryl Predmore:** Cheryl Predmore presented the Expenditure Approval List for July 31, 2021, in the amount of \$87,120.74. She noted plenty of

material invoices along with the annual bill from OCLC for library cataloguing. Kathleen Helsabeck stated that the OCLC invoice typically increases 5% each year. There being no further discussion, Ms. Predmore moved to approve the Expenditure Approval List for July 31, 2021, as presented. Megan Dueterhaus-AuBuchon seconded. A roll call vote was held with the following results:

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

The motion carried with six yes votes, zero no votes, and three absent.

**B. Finance – Cheryl Predmore:** Cheryl Predmore reported that the Finance Committee did not meet. She asked that the members of the committee meet briefly after the meeting to schedule a date.

Jennifer Harvey of the TQ Board reported on the proposed FY21/22 TQ budget. She stated that in 2018 the TQ Board agreed to contribute an additional \$280,000 to the Library for collection development and divide it over four years for an extra \$70,000 added to the original amount of \$50,000 for a total of \$120,000 per year until FY21/22. In 2019, the TQ Board agreed to fund another \$30,000 for collection development for a one-time amount of \$150,000 for FY19/20. However, in FY20/21, the TQ Board mistakenly kept the higher amount and again contributed an additional \$30,000. The TQ Finance Committee is proposing that the FY21/22 budget be balanced without relying on savings. Therefore, the budget includes only \$107,000 in collection development for FY21/22 with the remaining \$13,000 to be contributed along with the base amount of \$50,000 for FY22/23. Ms. Harvey noted that the proposed budget will be brought before the full TQ Board for approval at their August 12 meeting. Kathleen Helsabeck stated that the FY21/22 QPL materials budget included the full \$120,000 from TQ, which will now need to be reduced to \$107,000. However, since the Per Capita Grant for QPL increased nearly \$9,000 and nearly \$3,000 for TQ, this only leaves an approximate \$1,000 deficit.

**C. Building & Grounds – Harry Ruth:** Harry Ruth reported that the Building & Grounds Committee did not meet, but stated he met with Kathleen Helsabeck to look at the windows that need replacing. Ms. Helsabeck stated that Will Matlick solicited estimates from three companies, but only Adams County Glass provided a quote, which was nearly \$200,000. She also reported that she has been working with City Treasurer Linda Moore to request ARPA funding from the City who said that window replacement doesn't quite fit in with the ARPA guidelines, but as the Library serves a partially underprivileged population and is a public building it still may qualify. Ms. Moore said that the funds are expected to be received in October, and that the Mayor ultimately decides on the funding requests. Dr. Ruth asked Ms. Helsabeck how the Library would

pay for the windows should the City choose not to fund the project. She stated that the Foundation would be asked to fund the project over several years, or the Library might have to tap into the new reserve fund. Ms. Helsabeck noted that Alderman Jeff Mays told her that additional PPRT funds may be available, but she has not heard any official word on that possibility. Dr. Ruth stated that the windows are failing, which is impacting the collection and the building. He asked that the Board be ready to act on any plan, no matter the funding options, and consider the window replacement to be a high priority for the Library. It was noted that even if the Library contracts with Adams County Glass for the project, the work will probably not happen until at least spring given the time of year and availability of supplies. Ms. Helsabeck noted that the east windows by the audio/visual collection are scheduled to be replaced in August as is the repair of the Dryvit on the building exterior.

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

**E. Policy - Megan Duesterhaus-AuBuchon:** Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet, but a meeting is scheduled for August 11, 2021, at 5:30 p.m.

**F. Ad Hoc Advocacy – Dean LaVelle.** Dean LaVelle was absent. The Ad Hoc Advocacy Committee did not meet.

### **VIII. UNFINISHED BUSINESS**

**A. Mobile Library Update.** Kathleen Helsabeck reported that the Administration team has looked at wish list items, reached out to vendors, and researched floor plans and costs. She distributed a spreadsheet showing estimated costs and potential funding options including grants, fundraising, and contributions from Library partner organizations. After a suggestion from the TQ Finance Committee, Ms. Helsabeck spoke with Linda Moore about possibly using ARPA funds for the mobile library. Ms. Moore stated that funding for a mobile library was within the guidelines and suggested requesting funds for both that and the window replacement. Ms. Helsabeck noted that she plans on asking the Foundation to authorize a gift campaign to cover at least \$50,000 of the costs and possibly agree to cover any unrealized funding. She may also ask the City to split the costs with the Foundation to cover any funding shortfalls. Ms. Helsabeck noted that the deadline for the Marian Gardner Jackson Grant is August 31, 2021; she plans to submit an application before the deadline. The Board asked Ms. Helsabeck to check with LIRA about insurance costs and liability coverage.

**B. Memo of Understanding with Quincy Senior and Family Resource Center.** A copy of the signed memo of understanding was included in the Board packet.

### **IX. NEW BUSINESS**

**A. Mary Weems Barton/Quincy Public Library Foundation Appointments.** Kathy Ridder announced that she has appointed Bill Stalder and Michael Denum to the

MWB/QPL Foundation to replace outgoing committee members Mary Griffith-Schoenekase and Kandi Ehrhart. The Foundation's annual meeting and regular meeting are scheduled for Wednesday, August 18, 2021, at noon at the Library.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Angela Kettelman moved to adjourn the meeting. Megan Dueterhaus-AuBuchon seconded, and the meeting was adjourned at 6:50 p.m.

Respectfully submitted,  
Kimberly Akers