

**Quincy Public Library
Board of Trustees Meeting
September 14, 2021
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, September 14, 2021, with Kathy Ridder presiding. Trustees present: Cheryl Predmore, Harry Ruth, Megan Duesterhaus-AuBuchon, Angela Ketteman, Clairice Hetzler, Ben Uzelac, Dean LaVelle, and Chris Pratt. Others present: Kathleen Helsabeck, Kim Akers, Burgundy Hill, and Bobbi Mock.

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

Angela Ketteman moved to approve the August 10, 2021, regular meeting minutes as presented. Cheryl Predmore seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Kathy Ridder welcomed everyone to the meeting, and stated she is still working on a finding a date for the board retreat so that everyone can attend. The Board agreed to a tentative date of Friday, November 12, 2021, starting at 8:30 a.m. She asked that everyone look at their calendar and confirm the date as soon as possible.

IV. BOARD EDUCATION

Kathy Ridder stated that she has added this item to the agenda to educate the Board on a variety of topics including support organizations and library standards. She asked that if a Board member is interested in learning more about a topic or organization, they should send their recommendations to Kathleen Helsabeck. Ms. Helsabeck then presented a brief overview of the Townships of the Quincy Area Public Library District and Board.

V. RECOGNITION OF CORRESPONDENCE

Several comments were received through the suggestion box praising the Library and offering thoughts on the parking lot and building. A thank you note from Lois Campbell of the American Business Women's Association was received thanking the Library for allowing their group to meet at the Library. An email from staff member Val Stark was received praising the research efforts of Katie Kraushaar.

VI. PUBLIC COMMENTS

There were no public in attendance.

VII. LIBRARY REPORTS:

A. Financial Report – Cheryl Predmore

Cheryl Predmore reported that the balance in the Homebank Operating Fund as of August

31, 2021, was \$1,425,291.99, which includes the \$400,000 in the reserve fund. It was noted that the reserve fund is separated from the operational account on the spreadsheet, but not on the HTE balance sheet. Kathleen Helsabeck noted that the Library is 33% through the fiscal year. A question of why some budget lines are showing a higher percent spent than others such as the Marketing & Event lines and the book lines was asked. Ms. Helsabeck stated that the Quincy Reads books were purchased through donations and taken out of the Marketing & Events PR budget line, but that line has not yet been reimbursed. Also, the Library tries to stop book purchases in late January and February to allow for backordered items to arrive and be invoiced before the end of the fiscal year. This results in a shorter purchase timeline than the rest of the budget.

B. Circulation and Events Report

Bobbi Mock reported that the Library is heavily promoting the homebound delivery service by visiting local assisted living facilities and working with partner agencies. Outreach signed up 15 new patrons in August. The Library is also encouraging card sign-ups throughout September, which is National Library Card Sign-Up Month. Ms. Mock also noted that while August is typically a slower month for both foot traffic and circulation figures, the August circulation numbers were 5,800 more than July. Burgundy Hill reported that the Library is partnering with a variety of local organizations in September and October to help promote the Quincy Reads, which kicks off on September 18, 2021. The Library also announced the new Architectural Database and is asking for submissions of photos and information on historic homes to include in the database.

C. Director's Report

Kathleen Helsabeck reported that the window replacement and Dryvit repairs have been pushed back a week and are expected to begin the week of September 20. The Friends of the Library are celebrating the 10th anniversary of Secondhand Prose throughout October with store specials, a loyalty card program, and prize drawings. In addition, they will hold their fall book sale October 21 – 23, 2021, in the Library's large meeting room. Ms. Helsabeck updated the Board on the mobile library project and distributed a handout on the latest developments. She noted that the Library applied for a Marion Gardner Jackson Grant in the amount of \$50,000 and made a formal request to the City for ARPA funding. She will be asking the Friends for \$15,000 at their October meeting. She stated that she will be speaking to several area service clubs and asked Board Members to put her in contact with other clubs. She asked Board Members to suggest potential donors that Ms. Helsabeck could talk to about the project. Ms. Helsabeck stated she is also looking for memories about the bookmobile to help with the media campaign. She noted that the Library is hosting a Quincy Area Chamber of Commerce Business Before Hours on September 23, 2021, from 7:00 a.m. to 8:30 a.m. She will be announcing the Mobile Library Project at that event and encouraged Board Members to attend.

VIII. COMMITTEE REPORTS:

A. Audit – Cheryl Predmore: Cheryl Predmore presented the Expenditure Approval List for August 31, 2021, in the amount of \$96,259.37. There being no further discussion, Ms. Predmore moved to approve the Expenditure Approval List for August

31, 2021, as presented. Chris Pratt seconded. A roll call vote was held with the following results:

| | | | |
|------------------|-----|----------------------------|-----|
| Harry Ruth | yes | Megan Duesterhaus-AuBuchon | yes |
| Clairice Hetzler | yes | Dean LaVelle | yes |
| Angela Kettelman | yes | Ben Uzelac | yes |
| Cheryl Predmore | yes | Chris Pratt | yes |
| Kathy Ridder | yes | | |

The motion carried with nine yes votes and zero no votes.

B. Finance – Cheryl Predmore: Cheryl Predmore reported that the Finance Committee met on August 23 where they began initial discussions on the FY22/23 budget. The minutes from that meeting were included in the Board packet.

C. Building & Grounds – Harry Ruth: Harry Ruth reported that the Building & Grounds Committee did not meet. He expects to meet after the City makes a decision on ARPA funding.

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 met on August 11 and again on August 30 to discuss revisions to various staff policies and the Employee Handbook. She outlined the changes to the various policies starting with the Reference Services Policy. She noted that it was more procedural than a policy and was moved to the reference procedure manual. The Co-Sponsored Program Policy was merged with the Programming Policy, and the Collection Development Policy was merged with the Materials Selection Policy. The Conference Attendance Policy, Prohibited Gifts Policy, IMRF Service Credit, Software Policy, Internet/Email Policy, Background Check, Identity Protection Policy, Credit Card Policy, and Sexual Harassment Policy were included in the revised Employee Handbook. The Social Media Policy was revised and split into two different sections. A motion was drafted to eliminate these policies, but the Board agreed that they were not eliminated but revised and/or merged with other documents. After a brief discussion about the language of the motion, Ben Uzelac moved that the above-named policies be merged with existing policies and/or moved to the revised Employee Handbook as stated. Clairice Hetzler seconded and the revised motion was approved. Ms. Duesterhaus-AuBuchon then presented the revised Materials Selection Policy, which was merged with the Collection Development Policy. There being no further discussion, Ms. Duesterhaus-AuBuchon moved to approve the policy as revised. Ben Uzelac seconded and the motion carried. The Emergency Closure Policy was then presented for approval. Kathleen Helsabeck stated that unnecessary details were eliminated and the policy simplified. There being no further discussion, Ms. Duesterhaus-AuBuchon moved to approve the policy as presented. Chris Pratt seconded and the motion carried. The revised Programming

Policy was presented for approval. Ms. Helsabeck stated that this policy was merged with the Co-Sponsored Program Policy, and noted that it aligns with the *Serving Our Public* standards. There being no further discussion, Ms. Dueterhaus-AuBuchon moved to approve the policy as presented. Chris Pratt seconded and the motion carried. Ms. Helsabeck then presented the Social Media Policy, stating that the sections pertaining to staff were moved to the Employee Handbook and the sections pertaining to patrons were included in the revised policy. There being no further discussion, Ms. Dueterhaus-AuBuchon moved to approve the policy as presented. Chris Pratt seconded and the motion carried. Ms. Helsabeck then presented the revised Employee Handbook. The revisions include a new section on the employee time clock and the inclusion of language from the Labor Agreement pertaining to PTO accrual and holidays for both exempt and non-exempt employees. She noted that the Policy Committee is still working on revisions to the Sick Leave Bank Policy, which will be incorporated into the handbook once it is approved by the Board. In answer to a question, Ms. Helsabeck stated that the revisions have not been submitted to the Union for approval; however, she noted that even though the section on the time clock is new to the handbook, employees have been following the procedures since the inception of the time clock in March of 2019. Chris Pratt stated that any new or revised policy or handbook that affects all staff must be submitted to the Union for review. Ms. Helsabeck was asked to meet with the Union stewards to review the changes to the handbook. Approval of the revisions by the Board was tabled until the October meeting. Ms. Helsabeck was also asked to supply the Board with a redlined version of the handbook before it is approved.

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

G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder. Kathy Ridder reported that the Foundation met on August 18 for their annual and regular meetings. They discussed funding options for the Mobile Library Project, and agreed to match funds for three grants up to \$57,000. The Foundation is scheduled to meet on September 15 to continue the discussion of funding for the project, which will include plans for a donor campaign. Ms. Ridder reported that Mike Denum was appointed to the Foundation Board, but is now unable to fulfill his obligations. She stated that she is working with Kathleen Helsabeck on a replacement for that seat.

IX. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

X. NEW BUSINESS

A. Strategic Plan Review. Bobbi Mock presented the latest review of the Strategic Plan. She stated that there was not much change overall, but several new services and programs were created along with new partnerships with area organizations. The Library received grants for the new locker bank at the Main Library as well as a sizable donation for the Historic Newspaper Archive. Ms. Mock noted that the plan will expire at the end of 2022. She asked the Board to review the current seven goals and decide if they would

like to continue working within those goals for the next plan. The Board will discuss the new strategic plan at the upcoming Board retreat.

B. Arts Quincy Mural. Kathleen Helsabeck asked that this item be tabled until more information is received.

XI. PUBLIC COMMENTS

There were no public in attendance.

Megan Duesterhaus-AuBuchon moved that the Board adjourn the regular session and move into executive session for the purpose of discussing minutes of meetings lawfully closed. Cheryl Predmore seconded and the regular session was adjourned at 7:01 p.m. Chris Pratt moved to adjourn out of executive session and reconvene into regular session. Megan Duesterhaus-AuBuchon seconded and the executive session was adjourned at 7:06 p.m. Megan Duesterhaus-AuBuchon moved to open the minutes of the March 9, 2021, meeting. Chris Pratt seconded. A roll call vote was held with the following results:

| | | | |
|------------------|-----|----------------------------|-----|
| Harry Ruth | yes | Megan Duesterhaus-AuBuchon | yes |
| Clairice Hetzler | yes | Dean LaVelle | yes |
| Angela Kettelman | yes | Ben Uzelac | yes |
| Cheryl Predmore | yes | Chris Pratt | yes |
| Kathy Ridder | yes | | |

The motion carried with nine yes votes and zero no votes.

Ben Uzelac then moved to keep the minutes from the July 9, 2021, meeting closed. Chris Pratt seconded. A roll call vote was held with the following results:

| | | | |
|------------------|-----|----------------------------|-----|
| Harry Ruth | yes | Megan Duesterhaus-AuBuchon | yes |
| Clairice Hetzler | yes | Dean LaVelle | yes |
| Angela Kettelman | yes | Ben Uzelac | yes |
| Cheryl Predmore | yes | Chris Pratt | yes |
| Kathy Ridder | yes | | |

The motion carried with nine yes votes and zero no votes.

There being no further discussion, Angela Kettelman moved to adjourn the meeting. Clairice Hetzler seconded, and the meeting was adjourned at 7:09 p.m.

Respectfully submitted,
Kimberly Akers