

**Quincy Public Library  
Board of Trustees Meeting  
October 12, 2021  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, October 12, 2021, with Kathy Ridder presiding. Trustees present: Cheryl Predmore, Harry Ruth, Megan Duesterhaus-AuBuchon, Angela Kettelman, Ben Uzelac, Dean LaVelle, and Chris Pratt. Trustees absent: Clairice Hetzler. Others present: Kathleen Helsabeck, Kim Akers, Burgundy Hill, Bobbi Mock, and Jennifer Harvey – TQ Liaison.

**I. APPROVAL OF AGENDA**

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

**II. APPROVAL OF MINUTES**

Angela Kettelman moved to approve the September 14, 2021, regular meeting minutes as presented. Dean LaVelle seconded and the motion carried. Angela Kettelman then moved to approve the March 9, 2021, Executive Session minutes which were approved to be opened at the September meeting. Chris Pratt seconded and the minutes were approved.

**III. PRESIDENT'S COMMENTS**

President Kathy Ridder welcomed everyone to the meeting, and stated that the board retreat is scheduled for Friday, November 12, 2021, running from 10:00 a.m. to 4:00 p.m. with the location to be determined. There will be coffee and donuts in the morning, and lunch will be provided. The main focus of the day will be to begin work on the next strategic plan.

**IV. BOARD EDUCATION**

Kathleen Helsabeck gave a brief presentation on the Reference Department. She noted that this is a portion of the presentations she is giving to community organizations about the Library and the mobile library project.

**V. RECOGNITION OF CORRESPONDENCE**

Two comments were received through the suggestion box, one asking that the Library purchase the video game Grand Theft Auto 5 and 6 and the other asking the Library to bring back books for all age levels for the community read. Bobbi Mock noted that Grand Theft Auto is rated M for mature, which does not fit in with the Library's collection development policy and will not be purchased.

**VI. PUBLIC COMMENTS**

There were no comments from the public in attendance.

## **VII. LIBRARY REPORTS:**

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

Cheryl Predmore reported that the balance in the Homebank Operating Fund as of September 30, 2021, was \$990,129.71. The balance in the reserve fund is \$400,100.83. The Library is 42% through the fiscal year.

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

Bobbi Mock reported that door traffic was down a bit in September, but the checkout numbers remain high. Circulation completed this year's student e-card project and added 787 new e-cards. Out of 8,331 students, over half have returned to the Library and signed up for a regular card. Circulation and Maintenance turned the DVD shelving so that the cases are not as exposed to the sunlight. This will also allow patrons access to the DVD collection during the upcoming window replacement project. The HyVee book drop is currently being repainted and will be returned in the next few weeks. The final book drop to be repaired and repainted is the one at Save-A-Lot on 12<sup>th</sup> and Locust. Once repaired, that book drop will be moved to the JWCC campus on 48<sup>th</sup> Street. The phone notification system is scheduled to be upgraded on October 13 or 14, and should result in a faster process without any interruption in service. Outreach staff attended the Alzheimer's Walk in September where they were able to interact with caregivers and provide information about homebound delivery services as well as the Library's special collections. Finally, Bobbi Mock announced that Evelyn Uppinghouse will be retiring at the end of October after 32 years at the Library. Ms. Mock also announced that she will be leaving the Library on October 14 to become the new librarian at the Illinois Veteran's Home. Kathy Ridder stated that Ms. Mock is leaving very big shoes to fill and wished her all the best in the future. Kathleen Helsabeck highlighted several of Ms. Mock's accomplishments including the 2017 RSA migration, and stated that she will be sorely missed.

Burgundy Hill reported that Quincy Reads was kicked off on September 18 and nearly all of the books have been distributed. The Library has attended several community events in September and October to promote Quincy Reads and other Library programs. She stated that the Library continues to work on the computer upgrade. YA Librarian Michelle Grinstead has resigned from her position to move to California, and Reference Clerk Sara Deters has resigned from her position for a new job at JWCC. Amanda Griesbaum has been hired as the new YA Librarian, and will start on October 18.

### **C. Director's Report**

Kathleen Helsabeck reported that while the Friends are a great asset to the Library, they have been experiencing several instances of harassment of their members which has created a toxic environment both at the meetings and in the bookstore. Ms. Helsabeck has been working with them to try and resolve the issues, but the problems persist. She stated that she and Kathy Ridder will continue to monitor the situation. The Library has applied for several grants for the mobile library project, and has received word that it can move on to the next phase of the Illinois Humanities Grant application process. Ms. Helsabeck stated that she has done a couple of presentations to community organizations

and has several more scheduled. She reported that the window project was scheduled to start on October 11, but has been moved to the following week because of impending weather.

**VIII. COMMITTEE REPORTS:**

**A. Audit – Cheryl Predmore:** Cheryl Predmore presented the Expenditure Approval List for September 30, 2021, in the amount of \$65,279.96. There being no further discussion, Ms. Predmore moved to approve the Expenditure Approval List for September 30, 2021, as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

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

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

**B. Finance – Cheryl Predmore:** Cheryl Predmore reported that the Finance Committee is scheduled to meet on Monday, November 1, 2021, at 5:00 p.m.

**C. Building & Grounds – Harry Ruth:** Harry Ruth reported that the Building & Grounds Committee did not meet.

**D. Personnel – Clairice Hetzler:** Clairice Hetzler was absent. The Personnel Committee did not meet.

**E. Policy - Megan Duesterhaus-AuBuchon:** Megan Duesterhaus-AuBuchon reported that the Policy Committee met on September 20, 2021, where the committee discussed the final changes to the Sick Leave Bank Policy and the revisions to the Employee Handbook. The Board was provided with a red-lined version and final clean copy of both documents. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the revised Sick Leave Bank Policy as presented. Angela Ketteman seconded and the motion carried. Kathleen Helsabeck stated that she checked with HR Source and was informed that the Board must approve the changes to the Employee Handbook first then the Union has 15 days to review the changes. If there are no issues, then the handbook can be distributed to the staff after the 15 days are up. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the revisions to the Employee Handbook as presented. Chris Pratt seconded and the motion carried. Ms. Helsabeck noted that the revised Sick Leave Bank is part of the revised Employee Handbook.

**F. Ad Hoc Advocacy – Dean LaVelle.** Dean LaVelle reported that the Ad Hoc Advocacy Committee did not meet, but stated he has been reviewing some of the past

advocacy efforts and would like to meet to discuss future plans. He also stated that Kathleen Helsabeck did a great job with her presentation to Rotary, and he will be asking Rotary to donate funds for the mobile library project. Mr. LaVelle then asked if the Library had applied for the American Rescue Plan Humanities Grants for Libraries through the American Library Association. ALA has made funds available for libraries recovering from the pandemic; grant applications are being accepted through December 2, 2021. Burgundy Hill said she was not aware of that grant, and will check into it.

**G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder.**

Kathy Ridder reported that the Foundation met on September 15 to further discuss funding for the mobile library project. The next meeting is on Wednesday, November 17, 2021, at noon at the Library.

**IX. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

**X. NEW BUSINESS**

No New Business was brought before the Board.

**XI. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Chris Pratt moved to adjourn the meeting. Dean LaVelle seconded, and the meeting was adjourned at 6:33 p.m.

Respectfully submitted,  
Kimberly Akers