

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

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, December 14, 2021, with Kathy Ridder presiding. Trustees present: Cheryl Predmore, Harry Ruth, Dean LaVelle, Megan Duesterhaus-AuBuchon, Clairice Hetzler, and Angela Kettelman. Trustees absent: Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, Burgundy Hill, and Malinda Vogel – TQ Liaison.

I. APPROVAL OF AGENDA

Kathleen Helsabeck asked that Laura Sievert of ArtsQuincy be allowed to speak earlier in the meeting. Cheryl Predmore moved to approve the agenda as revised. Megan Duesterhaus-AuBuchon seconded and the motion carried.

II. APPROVAL OF MINUTES

Angela Kettelman moved to approve the November 9, 2021, regular meeting minutes as presented. Clairice Hetzler seconded and the motion carried. Dean LaVelle moved to approve the November 12, 2021, minutes from the Board retreat. Angela Kettelman seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Kathy Ridder stated that several names have been submitted to fill the seat left vacant by Chris Pratt's resignation. She asked Harry Ruth to assist her in reviewing the names. After review, the individuals selected will be contacted, asked to complete a questionnaire, and interviewed. They will start the process in January. She and Kathleen Helsabeck are working on an orientation process for new Board members. Ms. Ridder thanked the Board for attending the recent retreat, and stated that they will begin working on the long range plan and documents from that meeting in January.

IV. RECOGNITION OF CORRESPONDENCE

Four comments were submitted to the suggestion box. Burgundy Hill stated that in response to two of the comments, the toys and Lego table have been returned to the children's area. Another comment asked that the Library consider once again offering Monday Movies at 1:00 p.m. Ms. Hill stated that the Library is currently only offering Monday Movies at 5:30 p.m., but are evaluating attendance. The fourth comment complimented Bill Waters for his help on a patron's recent visit to the Library. A note from the QMG Foundation was received thanking the Library for partnering with them for a storytime with Tracy Schlepphorst. A letter and Halloween candy were received from Dr. Paul Miller. Dr. Miller donated Halloween candy he collected as part of his Halloween Buy Back program to the Library and complimented the Library on the opportunities it provides to children. An email asking that the Library consider adding the unserved areas in Payson and Plainville to the possible Mobile Library schedule. Ms. Hill stated that, as the project is in the initial planning phases, no schedule has been

determined, but this suggestion will be included in any future discussions about scheduling.

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 November 30, 2021, was \$1,134,800.84. The balance in the reserve fund is \$400,234.58. The Library is 60% through the fiscal year.

B. Director's Report

Kathleen Helsabeck reported that traffic numbers are still about 33% less than 2019, but are slowing rebounding. The 2020 magazine purge was recently completed, and deleted issues were given to various patrons, staff, local organizations, and put out on the free table in the lobby. After 20 years of service, Gay Miller is retiring from the Maintenance Department. After 36 years of service, Val Stark is retiring after having worked in Circulation, Outreach, and Technical Services. The Library currently has seven open positions and is actively seeking applicants.

Ms. Helsabeck stated that the new fire panel was ordered from Seico on November 17. At that time, Seico stated that it would arrive in three to four days. As of December 14, Seico now says that the part is back-ordered and not expected to arrive until February. Ms. Helsabeck asked the Board if they would like to continue waiting on Seico or move to the more expensive option through Alarm Systems, Inc. The Board expressed concern about safety issues and asked what the time frame would be if they moved to Alarm Systems. Ms. Helsabeck will check. Kathy Ridder and Harry Ruth asked to be kept informed and will call a Building & Grounds Committee meeting to discuss the issue if needed. The Dryvit project is complete, and the exterior looks much brighter and cleaner.

Adams has started the migration project and is making progress. Donations have been arriving as a result of the initial Mobile Library Campaign; \$11,700 has been donated to date. Burgundy Hill reported that she is waiting on word from the Marion Gardner Jackson Foundation on the status of the grant application. Unfortunately, the Library was not awarded the Illinois Humanities Community Grant, but was informed by the Illinois Humanities Grant committee that there are future grant opportunities for which the Library could apply. Ms. Helsabeck reiterated the reasons for the Mobile Library project including community outreach, increased literacy opportunities, PR, and extending Library service to disadvantaged neighborhoods in the City.

Dean LaVelle asked Ms. Helsabeck about the City levy. She stated that the City has not changed the Library's levy because the Library has not yet asked for a change. She recently met with Mayor Troup and was told that the levy and the Library's budget will remain the same for next fiscal year. She noted that the City recently separated out parts of their levy, but indicated that the Library will not be a separate line because it is a

municipal library and connected to the City. She stated that she also met with Jeff Mays and reiterated a need for ARPA funds for the HVAC, windows, and Mobile Library project. She also met with Ryan Keck who is proposing ripping out the current Daikon HVAC system and replacing it with a Mitsubishi product that they have been having some success with. If the Library moves forward with this project, Mr. Keck hopes to save most of the duct work and other hardware, but will need to replace most of the other equipment. He is estimating the cost of this replacement at \$500,000 to \$750,000, or \$10 to \$15 per square foot. Mr. Mays indicated that he would like to see the Mary Weems Barton/Quincy Public Library Foundation take on a portion of the project, but will see what the City can do.

Ms. Helsabeck reported that she is working with Dennis Williams from Teen Reach to help address the remote learning issues in Quincy schools. She stated that there are approximately 600 students not attending school for a variety of reasons, not specifically Covid-related. She is proposing that students and their mentors use the Library's meeting spaces, resources, and wi-fi as an alternative to traditional school.

Ms. Helsabeck then stated that at the December Friends meeting, the minutes from the October QPL Board meeting pertaining to the discussion of the harassment in the Friends organization were read aloud to the members in attendance, which caused outrage. She stated that she informed the Board of the problems with a few of the Friends because the bullying and harassment is creating a toxic environment. She noted that she appreciates all of the hard work done by the Friends and their donations to the Library. Overall, the Friends are an excellent organization with great volunteers. Kathy Ridder asked that the Executive Board discuss this situation further as soon as possible.

VIII. COMMITTEE REPORTS:

A. Audit – Cheryl Predmore: Cheryl Predmore presented the Expenditure Approval List for November 30, 2021, in the amount of \$253,168.62. This amount includes credit card payments in the amount of \$1,623.02 that arrived after the November Board meeting and a payment to Advantage Archives in the amount of \$114,337.66 for the historic newspaper digitization project. Ms. Predmore noted that the expenditures also included a payment to Keck for repairs to the HVAC system in the amount of \$22,299.25. There being no further discussion, Ms. Predmore moved to approve the Expenditure Approval List for November 30, 2021, as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Angela Kettelman	yes	Harry Ruth	yes
Clairice Hetzler	yes	Dean Lavelle	yes
Kathy Ridder	yes	Ben Uzelac	absent

The motion carried with seven yes votes, zero no votes, one absent, and one vacant seat.

B. Finance – Cheryl Predmore: Cheryl Predmore reported that the Finance

Committee met on November 9, 2021, the minutes of which were included in the Board packet.

C. Building & Grounds – Harry Ruth: Harry Ruth reported that the Building & Grounds Committee did not meet. He asked Kathleen Helsabeck if she had been in contact with the HVAC consultant as recommended. She stated she has not, but is planning on contacting them soon. Mr. Ruth stated that he will probably be calling a meeting once the consultant has been contacted so the Board can move forward with a plan for the HVAC system.

D. Personnel – Clairice Hetzler: Clairice Hetzler reported that the Personnel Committee met on December 1, 2021, where they met in Executive Session to discuss the Executive Director's evaluation. She stated that the committee will be mailing out evaluation forms to members of all three Library Boards as well as asking for input from various Library partners and constituents. She stated that the evaluation is based on yearly goals and achievement of those goals. Ms. Hetzler stated that she will be mailing out the evaluations after the first of the year and asked that they be returned in the self-addressed stamped envelope within two weeks.

E. Policy - Megan Duesterhaus-AuBuchon: Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet.

F. Ad Hoc Advocacy – Dean LaVelle. Dean LaVelle reported that the Ad Hoc Advocacy Committee did not meet, but he will be scheduling a meeting in January.

G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder. Kathy Ridder reported that the Foundation met on November 17, 2021. She asked that the minutes from that meeting be included in the January Board packet.

IX. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

X. NEW BUSINESS

A. Discussion of Mural Proposal. Laura Sievert, Executive Director of Arts Quincy, presented a proposal to the Board for the installation of a mural on the west-facing side of the building. She stated that Arts Quincy put out a request for a project for the Mt. Sterling area, but several artists misunderstood and submitted drawings for a Quincy project. The funders like the drawings and agreed to fund a Quincy project if a suitable wall could be found for the mural. Ms. Sievert stated that the project is fully-funded, and the artwork is expected to last a minimum of five to seven years with minimal maintenance. She stated that the mural would provide positive exposure for the Library and opportunities for both local and tourist photos. The Board thanked Ms. Sievert for her proposal and agreed to discuss it further at the January Board meeting.

B. Parking Lot Hearing. Kathleen Helsabeck stated that the Alibi Bar on 5th &

York is requesting night club status from the City to stay open until 3:00 a.m. and has asked the Library if their customers can use the Library's parking lot after the Library is closed. Joe Duesterhaus was asked to draw up an agreement, and recommended a nominal fee for use of the lot. In answer to a question about liability, Ms. Helsabeck stated that she spoke with a LIRA representative who said that as long as the bar was included on the Library's insurance policy and the Library was included on the bar's policy, that would address any liability issues that could arise. The question of snow removal was also raised. Ms. Helsabeck stated that the maintenance staff currently take care of removing snow from all parking lots, but if there is snow after Library hours, they generally do not remove it until closer to opening. If the bar is allowed to use the lot, they would have to remove the snow to make it available to the bar's patrons well after Library hours. It was noted that Port's Place (510 Jersey) customers already use the Library's lot after hours without an agreement. The Board stated that if there is not an agreement with either establishment, there is no liability to the Library and snow removal is not expected. It was agreed that the Library will not offer an agreement at this time and continue to monitor the situation.

C. LIRA Assessment Update. A copy of the assessment compiled by Gallagher Bassett as a result of their walk-through in October was included in the Board report.

XI. PUBLIC COMMENTS

There were no comments from the public in attendance.

There being no further discussion, Dean LaVelle moved to adjourn the meeting. Megan Duesterhaus-AuBuchon seconded, and the meeting was adjourned at 7:04 p.m.

Respectfully submitted,
Kimberly Akers