

**Quincy Public Library
Board of Trustees Meeting
January 11, 2022
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, January 11, 2022, with Kathy Ridder presiding. Trustees present: Cheryl Predmore, Harry Ruth, Dean LaVelle, Ben Uzelac, Clairice Hetzler, and Angela Kettelman. Trustees absent: Megan Duesterhaus-AuBuchon. Others present: Kathleen Helsabeck, Kim Akers, Burgundy Hill, and Amanda Griesbaum.

I. APPROVAL OF AGENDA

Harry Ruth moved to approve the agenda as presented. Ben Uzelac seconded and the motion carried.

II. APPROVAL OF MINUTES

Dean LaVelle moved to approve the December 14, 2021, regular meeting minutes as presented. Angela Kettelman seconded and the motion carried.

III. PRESIDENT'S COMMENTS

President Kathy Ridder stated that December was a very busy month and they did not make much progress on filling the vacant Board seat. She and Harry Ruth will be reviewing the names and making a recommendation to the Mayor as soon as possible. She also stated that the Board will begin working on the documents discussed at the Board retreat.

IV. RECOGNITION OF CORRESPONDENCE

One comment was submitted asking the Library to purchase some children's series books. A thank you note from the Adams Business Team was received thanking the Library for choosing Adams to help with the IT migration. A note from Kim and Kathy Humphry was included in the correspondence. The Humphrys gave every staff member a Christmas card and monetary gift to thank them for their help over the years. Two Alpha Park Public Library patrons sent notes to libraries in RAILS showing the number of titles they have received from each library.

V. PUBLIC COMMENTS

Secondhand Prose Bookstore Manager Geri Grawe read a statement about the Friends of the Library and the bookstore. Kathy Ridder thanked Ms. Grawe and the rest of the Friends for their work on behalf of the Library. Val Stark read a statement about her experiences at and observations about the Library. Ms. Stark recently retired after 36 years at the Library.

VI. LIBRARY REPORTS:

A. Financial Report – Cheryl Predmore

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

December 31, 2021, was \$1,105,546.74. The balance in the reserve fund is \$400,302.57. The Library is 66% through the fiscal year.

B. Director's Report

Kathleen Helsabeck reported that the Library welcomed and said goodbye to several staff members in December and January. The Library currently has eight open positions and is looking to fill five of them. A discussion about why the Library is not getting very many qualified candidates and how they can encourage more interest in the positions followed her statement. It was pointed out that the Library had a tuition reimbursement program in place that was funded by donor funds, but that program was eliminated in the 2017 Labor Agreement. It was noted that the funds are still available, just not being used.

Ms. Helsabeck reported that the donor campaign for the mobile library project continues to progress with the awarding of a \$4,000 grant from the Samantha Otte Youth Opportunity Grant from the Community Foundation. To date, over \$21,000 has been raised.

The Library had planned on upgrading the main lockers on the front of the building with a grant from the Moorman Foundation for \$30,000. However, when the locker company was contacted to begin the order, Ms. Helsabeck discovered that their system was not compatible with the Library's system and would require massive procedural changes to implement. The order for new lockers was not placed, and the Library will continue to use the current lockers and look for another type of replacement. The Moorman Foundation was contacted about the change and has allowed the Library to keep the grant funds to be used for the mobile library project.

Kathy Ridder reported that she attended the January Friend Executive Committee meeting to discuss the issues with the Friends group and its relationship with the Library. She reported that it was a very positive meeting and she looks forward to working with the Friends in the future.

VII. COMMITTEE REPORTS:

A. Audit – Cheryl Predmore: Cheryl Predmore presented the Expenditure Approval List for December 31, 2021, in the amount of \$72,696.64. Ms. Predmore noted that the expenditures included the annual LIRA liability insurance payment of \$36,000 and the annual workers' compensation insurance payment to Arthur J. Gallaher in the amount of \$3,654. There being no further discussion, Ms. Predmore moved to approve the Expenditure Approval List for December 31, 2021, as presented. Ben Uzelac seconded. A roll call vote was held with the following results:

Cheryl Predmore	yes	Ben Uzelac	yes
Angela Kettelman	yes	Harry Ruth	yes
Clairice Hetzler	yes	Dean Lavelle	yes
Kathy Ridder	yes	Megan Duesterhaus-AuBuchon	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 did not meet. Kathleen Helsabeck presented the first draft of the FY22/23 budget for board review. She stated that the Finance Committee will meet on Thursday, January 27, at 5:30 p.m. to discuss the budget. She noted that the City is asking that departmental budgets be submitted to the City by February 15, 2022.

C. Building & Grounds – Harry Ruth: Harry Ruth reported that the Building & Grounds Committee did not meet. Kathleen Helsabeck reported that the HVAC system stopped working on January 3, but Keck replaced a wire and thought that fixed the problem. It did not, and the system ceased working the next day. Keck determined that the problem was with three compressors and have ordered replacements at a cost of \$15,000 to \$20,000. Ms. Helsabeck stated that she met with Tom Buchheit of Bric Consulting Engineers to discuss updating the current HVAC system. He made several suggestions and prepared a document outlining the options. After a brief discussion, Harry Ruth moved to engage Mr. Buchheit as a paid consultant to help the Library choose an appropriate new system. Clairice Hetzler seconded and the motion carried. Ms. Helsabeck stated that she asked the City Council for ARPA funds to pay for a new HVAC system, but City Administration has denied that request although the Council has not yet held a final vote on those funds. Ms. Helsabeck stated that the City has asked how much the Library can fund for that project before they consider any additional funding. It was agreed that the Library can fund up to \$250,000 but will initially offer \$150,000. She noted that the City has pledged to fund the remaining window replacement project with ARPA funds. The Board was encouraged to contact their aldermen asking them to approve HVAC funding through the ARPA funds for the Library. She also asked them to attend the next City Finance Committee meeting on Tuesday, January 18, 2022, at 6:00 p.m. and the City Council meeting immediately following at 7:00 p.m. It was noted that the Library is considered to be a warming center. It was suggested that the Library ask area social service agencies that rely on the Library as a warming and meeting center to send letters of support to the City Council for HVAC funding.

Ms. Helsabeck then reported that the new fire panel arrived from Seico, but when it was installed it still showed the same error message. A new panel has been ordered, but could take up to eight weeks to arrive.

D. Personnel – Clairice Hetzler: Clairice Hetzler reported that the Personnel Committee did not meet. She stated that the evaluation form for the Executive Director will be mailed out this week to members of all three Library Boards as well as the Friends of the Library Executive Committee. Ms. Hetzler stated that the evaluations will include a self-addressed stamped envelope and asked that they be returned to her by January 27, 2022. Once the completed evaluations are received, the Personnel Committee will meet to review the evaluations.

E. Policy - Megan Duesterhaus-AuBuchon: Megan Duesterhaus-AuBuchon was

absent. 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 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. The next meeting is scheduled for Wednesday, February 16, 2022, at noon at the Library.

VIII. UNFINISHED BUSINESS

A. Approval of Mural Proposal. Kathy Ridder asked the Board to make a decision about the mural proposal presented by Laura Sievert, Executive Director of Arts Quincy, at the December Board meeting. Ben Uzelac moved to approve the proposal as presented. Dean LaVelle seconded. Mr. Uzelac asked who would be responsible for maintaining the artwork. Kathleen Helsabeck stated that the artist would supply the color palette for the mural, but the Library would be responsible for maintaining the artwork. Harry Ruth stated that it doesn't look good if the Library installs a mural on the side of its building while asking the City for additional funding to pay for a new HVAC system even if the artwork has been donated. Ben Uzelac then moved to reject the mural proposal from Arts Quincy. Dean LaVelle seconded and the motion carried.

IX. NEW BUSINESS

A. Sick Leave Bank Update. Kathleen Helsabeck reported that after the December enrollment period, there are currently eight members of the staff enrolled in the Sick Leave Bank with a balance of 3,360 hours.

X. PUBLIC COMMENTS

There were no comments from the public in attendance.

There being no further discussion, Ben Uzelac moved to adjourn the meeting. Harry Ruth seconded, and the meeting was adjourned at 7:03 p.m.

Respectfully submitted,
Kimberly Akers