

**Quincy Public Library  
Board of Trustees Meeting  
February 8, 2022  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, February 8, 2022, with Kathy Ridder presiding. Trustees present: Harry Ruth, Megan Duesterhaus-AuBuchon, Clairice Hetzler, and Angela Kettelman. Trustees absent: Cheryl Predmore, Dean LaVelle, and Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, Amanda Griesbaum, Victoria DeMent, and Barbara Girouard – TQ Liaison.

**I. APPROVAL OF AGENDA**

Kathy Ridder asked that Friends of the Library Update be added under New Business. Clairice Hetzler moved to approve the agenda as revised. Angela Kettelman seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Kettelman moved to approve the January 11, 2022, regular meeting minutes as presented. Clairice Hetzler seconded and the motion carried.

**III. PRESIDENT’S COMMENTS**

President Kathy Ridder welcomed members of the Friends and staff to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

One comment was submitted asking the Library to be more lenient with those who cannot afford IDs. Kathleen Helsabeck stated that the Library allows patrons who do not have a library card to use a state-issued ID to use the computers. Patrons are encouraged to get a library card, which requires a valid photo ID.

**V. PUBLIC COMMENTS**

Friends of the Library President Kathy Dieker updated the Board on progress made in revising the Friends Bylaws. Secondhand Prose Bookstore Manager Geri Grawe presented the end of year receipts for the Friends of the Library. In 2021, the Friends earned \$31,898.38 from the bookstore, fall book sale, Amazon book sales, and coffee sales in the bookstore.

**VI. LIBRARY REPORTS:**

**A. Financial Report – Cheryl Predmore**

Cheryl Predmore was absent. The balance in the Homebank Operating Fund as of January 31, 2022, was \$1,042,832.22. The balance in the reserve fund was \$400,370.57. The Library is 75% through the fiscal year.

**B. Director’s Report**

Kathleen Helsabeck reported that checkout numbers were much higher than traffic figures as patrons stopped in to get books and materials before the bad weather hit. Victoria

DeMent has joined the staff as the new Communications/Development Coordinator. Ms. Helsabeck stated that she is still looking for a Young Adult Librarian and Reference Librarian, and is interviewing for the Children's Clerk position. The HVAC was working correctly after the three new compressors were installed, but is now having issues with the heat in the staff room and maintenance work room. Keck is waiting on parts to fix this, but it has been two weeks since it was reported to them. Port's Place has hosted several daytime events on Saturdays causing a lack of parking for Library patrons. Ms. Helsabeck reported the problem to both the City and the owner of Port's. She requested that the owner to ask his patrons to park in the south lot, but is unsure if this will solve the problem.

Ms. Helsabeck stated that the City has announced they will give \$42,636 in ARPA funds to the Library for the remaining window replacement. In addition, the Library is set to receive \$153,000 in additional PPRT funding this year. She noted that the City chose not to fund the additional requests for the mobile library project and HVAC replacement because the Library currently has \$1.5 million in its accounts and the Foundation has \$2 million in its investment accounts despite being encouraged by previous City Administrations to hold three to six months of operating expenses in reserve. Ms. Helsabeck is working on creating that reserve of approximately \$625,000, and will be discussing this matter with Finance. She noted that the funds from the City will allow the Library to pay for the remaining window replacement in full with a surplus of \$87,000. She stated she will be working with the Finance Committee to allocate the surplus to the HVAC replacement budget line.

The mobile library project has received \$54,000 to date in donations and grants, which included the \$30,000 grant from the Moorman Foundation originally allocated for the main locker bank replacement. Ms. Helsabeck reported that the mobile library project did not receive the IMLS Grant or the Quincy Service League Grant. However, the Tracy Family Foundation has expressed interest in making a large donation to the campaign if the Library's Foundation will commit to a large contribution. She reminded the Board that the Library needs to pay half of the cost when it places the order for the mobile library, which she would like to do this year.

Ms. Helsabeck concluded her report by stating that she is gathering information on the scholarship trust funds, which will be shared at the March Board meeting.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Cheryl Predmore:** Cheryl Predmore was absent. Kathleen Helsabeck presented the Expenditure Approval List for January 31, 2022, in the amount of \$133,407.01. Ms. Helsabeck noted that the list includes payment to A.H. Kemner for the Dryvit repairs. Kim Akers noted that the City has moved aggregate electrical services from Homefield to Ameren Illinois and pointed out the invoices from Ameren on the report. She also noted several invoices to area libraries in payment for items lost by QPL patrons. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the Expenditure Approval List for January 31, 2022, as presented. Harry Ruth

seconded. A roll call vote was held with the following results:

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

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

**B. Finance – Cheryl Predmore:** Kathleen Helsabeck stated that the Finance Committee will meet on Thursday, February 17, 2022, at 5:30 p.m. to discuss the FY22/23 draft budget.

**C. Building & Grounds – Harry Ruth:** Harry Ruth and Kathleen Helsabeck reported that the Building & Grounds Committee will meet on Friday, February 11, 2022, at 10:00 a.m. to discuss the HVAC issues. Tom Buchheit of Bric Consulting will be on hand to offer advice on and answer questions about the HVAC replacement. All Board members are invited to attend.

**D. Personnel – Clairice Hetzler:** Clairice Hetzler reported that the evaluation forms for the Executive Director were mailed out to all QPL, TQ, Foundation Board Members as well as the Friends of the Library Executive Committee. Slightly more than half of the completed forms have been returned. Ms. Hetzler stated she would like to call a meeting of the Personnel Committee on February 14, 2022, to discuss the evaluations.

**E. Policy - Megan Duesterhaus-AuBuchon:** Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet. Kathy Ridder stated that Policy will need to meet soon to draft the board protocol letters.

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

**G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder.** Kathy Ridder reported that the Foundation was scheduled to meet on Wednesday, February 16, 2022, but due to scheduling conflicts that meeting has been moved to Wednesday, February 23, 2022, at noon.

## **VIII. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

## **IX. NEW BUSINESS**

**A. Nominating Committee Report.** Kathy Ridder reported that the Nominating Committee has recommended that the Mayor appoint Jonathan Hoover to the Board. Mr. Hoover is an attorney with Schmiedeskamp, Robertson, Neu, & Mitchell.

**B. Friends of the Library Update.** Kathy Ridder distributed a memo that she prepared addressing recent concerns with a donation made to the Friends. Ms. Ridder stated that at the recent Board retreat, the purpose of the supporting organizations for the Library was discussed. It was determined that the Friends of the Library is a funding arm of the Library, and their sole purpose is to advocate, raise funds, and receive funds for the Library. The Friends recently received a donation from the Tracy Family Foundation for the Mobile Library Project. Because several of the Friends do not support the project, their Executive Committee made the decision to return the donation to the Foundation asking that the check be reissued to the Mary Weems Barton/Quincy Public Library Foundation. This decision caused confusion within the Tracy Family Foundation and awkwardness for the Library to explain why the check was returned. Ms. Ridder has met with the Friends' Executive Committee to explain that, according to their own Articles of Incorporation, the purpose of the Friends is to accept donations on behalf of the Library regardless of the purpose of the donation. She is actively working with them to not only revise their bylaws, but also request that they develop a Gift Acceptance Policy and Fund Disbursement Policy to avoid this problem in the future. The Board agreed with the content of the memo and authorized Ms. Ridder to send it to the Friends Executive Committee.

**X. PUBLIC COMMENTS**

There were no further comments from the public in attendance.

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

Respectfully submitted,  
Kimberly Akers