

**Quincy Public Library  
Board of Trustees Meeting  
March 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, March 8, 2022, with Kathy Ridder presiding. Trustees present: Harry Ruth, Angela Kettelman, Cheryl Predmore, Dean LaVelle, and Ben Uzelac. Trustees absent: Megan Duesterhaus-AuBuchon and Clairice Hetzler. Others present: Kathleen Helsabeck, Kim Akers, Amanda Griesbaum, Victoria DeMent, and Jonathan Hoover.

**I. OATH OF OFFICE**

Alderman Ben Uzelac administered the Oath of Office to incoming Board Member Jonathan Hoover. Board Members introduced themselves, and Mr. Hoover was welcomed to the meeting.

**II. APPROVAL OF AGENDA**

Kathy Ridder asked that Item IV. Board Education-Open Meetings Act be tabled until April. She also asked that the Executive Session to discuss Kathleen Helsabeck's evaluation be postponed until April. There being no further discussion, Ben Uzelac moved to approve the agenda as revised. Dean LaVelle seconded and the motion carried.

**III. APPROVAL OF MINUTES**

Angela Kettelman moved to approve the February 8, 2022, regular meeting minutes as presented. Dean LaVelle seconded and the motion carried.

**IV. PRESIDENT'S COMMENTS**

President Kathy Ridder announced that she is planning a spring board retreat in May or June to begin work on the new strategic plan. She stated that the Friends purchased a subscription to United for Libraries. All Board Members received an email with the login information, and are encouraged to watch the roundtable discussions and webinars. Ms. Ridder stated that a meeting of the presidents of the Board, the TQ Board, the Foundation, and the Friends has been scheduled for Wednesday, March 30, 2022.

**V. RECOGNITION OF CORRESPONDENCE**

A save the date note was received inviting the Board and staff to Docfest on Saturday, July 16, 2022, in Washington Park. This will be a celebration of the life of former QPL Board Member Dr. Dwain Preston.

**VI. PUBLIC COMMENTS**

No comments were made by the public in attendance.

**VII. LIBRARY REPORTS:**

**A. Director's Report**

Kathleen Helsabeck reported that the Library did not open on February 2 and closed at

1:00 p.m. on February 17 due to the weather. Circulation numbers were up as patrons stocked up on books and movies throughout the month in anticipation of the bad weather.

Two people have been hired for the Young Adult Librarian and Reference Librarian positions; both are expected to start on April 1. Harold Seltzer in the Maintenance Department has announced his retirement on March 25. The fire alarm was successfully installed and is working as expected. Three compressors were replaced to complete the latest round of repairs to the HVAC system. A representative from Thermal Mechanics, Inc., a subsidiary of Daikin, was at the Library on March 8 to diagnose the ongoing issues. The representative informed Will Matlick that he does not believe any of the issues discovered in the 2018 TMI audit were addressed or resolved, which is probably why the Library continues to have problems with the system.

Ms. Helsabeck updated the Board on the mobile library project by sharing the latest quote from Matthews Special Vehicles. She reported that the cost of the vehicle has risen to \$302,000 or an increase of \$25,000. The new quote is good for 30 days. She would like to get the vehicle ordered as soon as possible to avoid any further increases, and is asking the Board to approve an expenditure of \$122,000 for the deposit. Ms. Helsabeck stated that the Library already has \$35,000 in funds set aside for the project from the Moorman Foundation Grant and the Samantha Otte Fund Grant. She is asking the Library to advance the remaining funds, which will be repaid through fundraising efforts. Ms. Helsabeck was asked to contact Matthews to see if they would be willing to extend the quote to 45 days so the Board can vote on the expenditure at the April 12 Board meeting.

Ms. Helsabeck reported that the Tracy Family Foundation is encouraging the Library to apply for a Nonprofit Video Storytelling and Social Media Training Grant. The Board supports the Library applying for this grant. She then reported that the cost of health insurance has increased 11.5% and dental coverage increased 4.9% without any changes in coverage. The Library is able to absorb these costs without passing along any increases to the staff. Ms. Helsabeck and Amanda Griesbaum will be attending the Public Library Association Conference in Portland, Oregon, March 22 – 25. Victoria DeMent will be attending the Lily School of Philanthropy at Indiana University March 28 – 31. Ms. Helsabeck completed her report by stating that the Friends will host their annual Spring Book Sale March 31 – April 2 in the large meeting room at the Library.

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

Cheryl Predmore reported that the balance in the Homebank Operating Fund as of February 28, 2022, was \$1,073,413.99. The balance in the reserve fund was \$400,432. The Library is 81% through the fiscal year.

### **VIII. COMMITTEE REPORTS:**

**A. Audit – Cheryl Predmore:** Cheryl Predmore presented the Expenditure Approval List for February 28, 2022, in the amount of \$82,631.89. Ms. Predmore noted a payment to the City for IMRF accelerated payments, which Ms. Helsabeck will discuss under New Business. Kim Akers stated that the report includes credit card payments made after the February Board meeting. There being no further discussion, Cheryl

Predmore moved to approve the Expenditure Approval List for February 28, 2022, as presented. Ben Uzelac seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and two absent.

**B. Finance – Cheryl Predmore:** Cheryl Predmore reported that the Finance Committee met on February 17, 2022, where they discussed a draft Cash Reserve Policy and approved the draft FY22/23 budget. Ms. Predmore stated that the Cash Reserve Policy formally designates 25% of the unrestricted funds to act as a cash reserve for the Library. These funds will remain in the general funds and not moved into a separate account. There being no further discussion, Ms. Predmore moved to approve the draft Cash Reserve Policy as presented. Dean LaVelle seconded and the motion carried. Ms. Predmore then presented the draft FY22/23 budget. Kathleen Helsabeck distributed copies of an updated budget, explaining that Sherri Ray provided updated anticipated PPRT revenues on March 7. Ms. Ray expects the Library's portion of the PPRT to be \$500,000. Ms. Helsabeck added the additional PPRT funds to the estimated HVAC expense and reduced the mobile library expenses. She also added a \$150,000 contingency line as recommended by the auditors. Ms. Predmore noted that Ms. Helsabeck expects to receive \$300,000 in grants. She asked that line be reduced to \$200,000 and eliminate the contingency fund. There being no further discussion, Cheryl Predmore moved to approve the draft FY22/23 budget as revised. Dean LaVelle seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and two absent.

**C. Building & Grounds – Harry Ruth:** Harry Ruth reported that the Building & Grounds Committee met on February 11, 2022. Tom Buchheit of Bric Consulting and City Engineer Jeffrey Conte were on hand to discuss the HVAC problems. Mr. Buchheit stated that changing the entire system could cost upwards of \$3 million. Mr. Conte stated he felt the Library should try and fix the existing problems rather than install a whole new system, and offered to contact Daikin asking for assistance. As stated in her Director's Report, a representative from TMI was in the Library on March 8 to diagnose the problems. As soon as Kathleen Helsabeck receives a report from TMI and Daikin, she

will schedule a meeting of the Building & Grounds Committee.

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

**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.

**G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder.** Kathy Ridder reported that the Foundation met on February 23, 2022, where they discussed the mobile library project and established a Foundation Fund-Raising Committee consisting of Jill Arnold Blickhan, Josh Welker, Hadley DeFraia, and Victoria DeMent. Ms. DeMent reported that the committee met to begin plans for an event on May 21 to announce that the bus has been ordered and kick off the next round of fund-raising for the project. The event will be held at the State Room; tickets will be \$50. Business sponsorships are being sought at varying levels. Board members were encouraged to solicit business sponsorships, and will be asked to purchase and sell tickets to the event.

## **IX. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

## **X. NEW BUSINESS**

**A. Approval of Mobile Library Project.** Kathy Ridder stated that the QPL Board has not formally approved the mobile library project and asked for a vote. Ben Uzelac moved that the Board formally approve and support the mobile library project. Angela Kettelman seconded and the motion carried.

**B. National Library Week.** Kathy Ridder announced that National Library Week will be April 3 – 9, 2022. The Board will be celebrating the week by providing treats for the staff throughout the week.

**C. Scholarship Trust Funds.** In answer to a question raised at the January Board meeting, Kathleen Helsabeck stated that she spoke with Library Attorney Joe Duesterhaus. He informed her that the Board could reinstate the scholarship program at any time, but must notify the Union. She stated that the previous program was funded through library trust funds and provided financial information on the trust funds from the most recent audit. The Board recommended that the Policy Committee review the previous Tuition Reimbursement Policy and update it as needed.

**D. IMRF Accelerated Payment.** Kathleen Helsabeck stated that when a staff member receives at least a 6% increase and retires within ten years of that increase, the

Library is required to make an accelerated payment to IMRF to offset the additional pension costs. When the Board negotiated the 2018 contract that moved staff to a Paid Time Off system and bought out their remaining vacation and sick time, this triggered a need for accelerated payments for all staff who have retired or will retire before 2028. Most recently, the Library received invoices for Gay Miller and Val Stark who retired in December and January. Ms. Helsabeck stated that there will be several more accelerated payments before 2028 as the Library increases salaries to comply with minimum wage requirements.

**E. Per Capita Grant Application.** Kathleen Helsabeck presented the Per Capita Grant application with an overview of changes in census numbers, new per person rates, and anticipated awards. She expects QPL to receive \$57,221.35 and TQ to receive \$14,613.10 in grant awards for FY22/23.

**F. Statements of Economic Interest.** Kathleen Helsabeck reported that the statements of economic interest required to be completed for persons serving on a public body have been updated. A copy of the updated form and instructions were emailed to the Board. The forms are to be completed and submitted to the County Clerk by May 1, 2022.

## **XI. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Ben Uzelac moved to adjourn the meeting. Cheryl Predmore seconded, and the meeting was adjourned at 6:58 p.m.

Respectfully submitted,  
Kimberly Akers