

**Quincy Public Library  
Board of Trustees Meeting  
April 12, 2022  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, April 12, 2022, with Kathy Ridder presiding. Trustees present: Angela Kettelman, Dean LaVelle, Megan Dueterhaus-AuBuchon, Jon Hoover, and Clairice Hetzler. Trustees absent: Harry Ruth, Ben Uzelac, and Cheryl Predmore. Others present: Kathleen Helsabeck, Kim Akers, Victoria DeMent, and Jennifer Harvey – TQ Liaison.

**I. APPROVAL OF AGENDA**

Angela Kettelman moved to approve the agenda as presented. Megan Dueterhaus-AuBuchon seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Dean LaVelle moved to approve the March 8, 2022, regular meeting minutes as presented. Angela Kettelman seconded and the motion carried. Kathleen Helsabeck stated that the minutes from the Presidents' meeting on March 30, 2022, were also sent with the packet. She included an organizational chart showing the hierarchy of the Library's supporting organizations as well as a document outlining the history, purpose, and funding sources for each support organization. Ms. Helsabeck will be sharing this information with the other organizations.

**III. BOARD EDUCATION**

Kathleen Helsabeck presented an update on the mobile library project. She reported that a down payment of \$151,000 is required by April 21, which is when the current quote expires. She originally asked the Friends of the Library to approve a donation of \$30,000, but they tabled the approval until their May meeting. The Mary Weems Barton/Quincy Public Library Foundation is holding a special meeting on April 13 to discuss funding for the project. Ms. Helsabeck is asking the Foundation to fund \$35,000 in addition to the \$32,000 already collected. Because the Friends chose to table approval of their donation, Ms. Helsabeck asked the QPL Board to either cover the \$30,000 from the Friends, fund part of that amount, or ask the Foundation to cover that cost. After a brief discussion, Dean LaVelle moved to approve the release of \$35,000 collected for the mobile library plus an additional \$49,000, which includes the \$30,000 pledge from the Friends. He further moved that the QPL Board request that the MWB Foundation release \$32,000 collected for the project plus fund an additional \$35,000 for a total of \$67,000 from the Foundation. Clairice Hetzler seconded. A roll call vote was held with the following results:

Clairie Hetzler	yes	Megan Dueterhaus-AuBuchon	yes
Jon Hoover	yes	Dean LaVelle	yes
Angela Kettelman	yes	Kathy Ridder	yes
Ben Uzelac	absent	Harry Ruth	absent
Cheryl Predmore	absent		

The motion carried with six yes votes, zero no votes, and three absent. After the Foundation meets, Ms. Helsabeck will cut a check for \$151,000 for the down payment on the mobile library.

#### **IV. PRESIDENT'S COMMENTS**

President Kathy Ridder asked each Board Member to help with the mobile library campaign by sending a letter to at least three people requesting a donation for the project. She distributed a sample letter created by her and Victoria DeMent. Ms. Ridder explained that a request from a friend is often more effective than an impersonal letter from an organization. Ms. DeMent has offered to help each Board Member create a personal letter, and print and mail them.

Ms. Ridder stated that the spring Board retreat will be held on Friday, May 13, 2022, at the Quincy History Museum on 4<sup>th</sup> and Maine. She expects this to be a half-day meeting, but the time has not yet been determined.

#### **V. RECOGNITION OF CORRESPONDENCE**

Three comments were presented to the Board. One expressed disappointment that the Week of the Young Child programs were not presented in the evening and their children were not able to participate in the raffle prizes. The other comments complimented the Library on the series number labels on the book spines and the reading level labels on the children's materials.

#### **VI. PUBLIC COMMENTS**

Mark Philpot of the Quincy Human Rights Commission gave a brief overview of the upcoming Juneteenth celebration on June 18 and asked that the Library consider being a part of the celebration. Kathleen Helsabeck stated that the Library is planning on participating in the event. Kathy Dieker, President of the Friends of the Library, spoke about the donations the Friends have given to the Library since 1999.

#### **VII. LIBRARY REPORTS:**

##### **A. Director's Report**

Kathleen Helsabeck reported that the Library averaged 294 checkouts and 738 visitors per day in March. She also noted that cardholders have increased 14% since FY20/21. Caitlin McHugh and Lauren Cunningham have joined the Library as the new Young Adult Librarian and Reference Librarian respectively. Matthew Stiern has been hired as the new part-time Maintenance Technician, and Jerry Rumley has accepted a position as a full-time Maintenance Technician. Ms. Helsabeck thanked Dean LaVelle for advocating for the mobile library project, which resulted in a \$10,000 grant from the Rotary Club and Foundation. Victoria DeMent updated the Board on the Libations for the Library fundraiser on May 21. She stated that 25 tickets have been sold so far, and asked each Board Member to sell three to five tickets each. Ms. DeMent also asked that Board Members interact with as many people as possible while they are at the event, and provided a list of talking points about the Library and the mobile library project.

**B. Financial Report – Cheryl Predmore**

Cheryl Predmore was absent. Kathleen Helsabeck reported that the balance in the Homebank Operating Fund as of March 31, 2022, was \$1,282,267.42. The balance in the reserve fund was \$400,500.02. The Library is 88% through the fiscal year.

**VIII. COMMITTEE REPORTS:**

**A. Audit – Cheryl Predmore:** Cheryl Predmore was absent. The Expenditure Approval List for March 31, 2022, was presented in the amount of \$104,773.52. Kim Akers stated that the report includes credit card payments made after the March Board meeting as well as invoices for workers’ compensation insurance, the meeting room audio upgrade, summer reading expenses, and computer licenses. There being no further discussion, Angela Kettelman moved to approve the Expenditure Approval List for March 31, 2022, as presented. Clairice Hetzler seconded. A roll call vote was held with the following results:

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

The motion carried with six yes votes, zero no votes, and three absent.

**B. Finance – Cheryl Predmore:** Cheryl Predmore was absent. The Finance Committee did not meet.

**C. Building & Grounds – Harry Ruth:** Harry Ruth was absent. Jon Hoover reported that the Building & Grounds Committee met on March 31, 2022. Jeff Escott from Thermal Mechanics, Inc. gave a presentation to the committee about the Library’s current HVAC system and the history of Daikin and TMI. He explained what the TMI representative found in his brief examination and recommended that TMI be authorized to do detailed analysis of the system to find the problems and offer recommendations on how to repair and/or replace the system. There being no further discussion, Jonathan Hoover moved that the Board authorize TMI to perform a review of the entire HVAC system, which will include all of the indoor and outdoor units, all of the piping and all of the system operations via the diagnostic software at a cost of \$9,150. Angela Kettelman seconded. A roll call vote was held with the following results:

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

The motion carried with six yes votes, zero no votes, and three absent.

**D. Personnel – Clairice Hetzler:** Clairice Hetzler requested that the Board go into Executive Session after the regular meeting to discuss the Director’s evaluation.

**E. Policy - Megan Duesterhaus-AuBuchon:** Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet, but would need to meet soon to discuss the tuition assistance policy and bookstore lease with the Friends of the Library.

**F. Ad Hoc Advocacy – Dean LaVelle.** Dean LaVelle reported that the Ad Hoc Advocacy Committee did not meet, but he is scheduling a meeting soon.

**G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder.** Kathy Ridder reported that the Foundation will hold a special meeting on April 13, 2022, at noon to discuss funding for the mobile library project.

**IX. UNFINISHED BUSINESS**

**A. Statements of Economic Interest.** Board Members were reminded to either return their completed statements of economic interest to Kim Akers or send them into the County Clerk’s office directly by May 1. If they return them to the County Clerk’s office, Ms. Akers asked that they notify her so she knows they were completed.

**X. NEW BUSINESS**

**A. Appointment of Nominating Committee.** Kathy Ridder stated that a slate of officers for FY22/23 will need to be recommended. Also, Cheryl Predmore’s term expires in July of 2022. Ms. Ridder reported that Harry Ruth has volunteered to serve on the Nominating Committee. Angela Ketteman also volunteered to serve on the committee.

**XI. PUBLIC COMMENTS**

Paula Bristol of the Friends of the Library had a comment about the Friends’ concerns with the mobile library project.

There being no further discussion, Clairice Hetzler moved to adjourn the meeting and reconvene into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s). Dean LaVelle seconded, and the meeting was adjourned at 7:10 p.m. Angela Ketteman moved to adjourn out of Executive Session and reconvene into regular session at 7:30 p.m. Dean LaVelle seconded and the motion carried. Clairice Hetzler moved to approve the rate of pay for the Executive Director as discussed. Megan Duesterhaus-AuBuchon seconded and the motion carried. Angela Ketteman then moved to adjourn the regular session. Dean LaVelle seconded and the meeting was adjourned at 7:35 p.m.

Respectfully submitted,  
Kimberly Akers