

**Quincy Public Library
Board of Trustees Meeting
May 10, 2022
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, May 10, 2022, with Kathy Ridder presiding. Trustees present: Angela Kettelman, Jon Hoover, Megan Duesterhaus-AuBuchon, Dean LaVelle, Clairice Hetzler, and Harry Ruth. Trustees absent: Cheryl Predmore and Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, and Seth Klusmeyer – TQ Liaison.

I. APPROVAL OF AGENDA

Kathy Ridder asked that the agenda be revised to include an Executive Session. Angela Kettelman moved to approve the agenda as revised. Dean LaVelle seconded and the motion carried.

II. APPROVAL OF MINUTES

Dean LaVelle moved to approve the April 12, 2022, regular meeting minutes as presented. Megan Duesterhaus-AuBuchon seconded and the motion carried.

III. BOARD EDUCATION

Kathleen Helsabeck and Kathy Ridder presented guidelines and a proposed policy that outlines expectations for board protocol and interactions with the Library Director, other board members, staff, and patrons. Ms. Helsabeck stated that at the fall Board retreat, JWCC President Mike Elbe provided sample documents from the JWCC Board, which she modified for the Library. She briefly reviewed the documents and presented the proposed policy. It was agreed to send the draft policy to the Policy Committee for further review.

In response to an email sent to the board from a group of concerned citizens, Ms. Helsabeck stated that the Library currently has no plans to change, downsize, or weed materials in the Illinois Room.

IV. PRESIDENT'S COMMENTS

Kathy Ridder reminded the board of the upcoming retreat on Friday, May 13, 2022, from 10:00 a.m. to 2:00 p.m. at the Gardner Museum at 4th and Maine.

V. RECOGNITION OF CORRESPONDENCE

Kathleen Helsabeck presented two comments from the public suggestion box. One comment asked that the Library provide ice cream and dinosaurs, and the other asked that the Library consider moving the paper towel dispenser in the ladies room to make it easier for those with mobility issues. Ms. Helsabeck stated she is working with Will Matlick to address that concern. The Library also received a note from Margaret Poteet thanking the Library for providing study rooms for the adult literacy volunteers.

VI. PUBLIC COMMENTS

Former QPL Librarian and member of the Adams County Historical Society Iris Nelson expressed concerns about the Illinois Room materials. Former QPL Librarian Katie Kraushaar expressed concern about staffing issues at the Library.

VII. LIBRARY REPORTS

A. Director's Report. Kathleen Helsabeck reported that the Library ended the fiscal year with 14.27% more cardholders than FY20/21. She noted that Chloe Jones has been hired as a new Children's Clerk, and Katie Kraushaar has left the Library having worked there 17 years. She thanked Ms. Kraushaar for her service to the Library. Ms. Helsabeck stated that TMI is at the Library this week to start the HVAC evaluation. She expected that they would have to come back to do the load diagnosis, but with temperatures in the 90s this week, they should be able to complete the full evaluation in one visit. Adams County Glass has started fabricating the metal frames for the windows and is only waiting on the glass shipment to start replacing the windows. Ms. Helsabeck pointed out the Summer Reading Program information in the report and encouraged everyone to attend the kickoff on June 4 and participate in the program. The weekend of May 28, Port's Place will be hosting a Books and Bags Event in the Library's parking lot. They will have a corn hole tournament, live music, food trucks, and family activities with a portion of the proceeds going to the mobile library project. She reminded the Board of the Libations for the Library event on May 21, and asked that they continue to sell tickets and turn the money into Library Administration. Ms. Helsabeck completed her report by stating that the Foundation was awarded a grant of \$10,000 from the J.W. Gardner II Foundation for the mobile library project. The Foundation also received a grant from the Rotary Foundation for \$10,000, a grant from the Noon Kiwanis, and the Friends of the Library has pledged \$15,000 for the project. In addition, the Library has been awarded the NEA Big Read Grant again this year.

B. Financial Report. Cheryl Predmore was absent. Kathleen Helsabeck stated that the balance in the Homebank account was \$1,394,220.24. She noted that the Board packet included a copy of the final FY21/22 unaudited revenues and expenses, and a copy of the FY22/23 budget. She stated that the Library ended the year with a surplus of \$755,000, which she attributed mainly to the unexpected increase in PPRT funds.

VIII. COMMITTEE REPORTS

A. Audit Report – Cheryl Predmore: Cheryl Predmore was absent. Kathleen Helsabeck presented the Expenditure Approval Report for April 30, 2022, noting that these were the final invoices for FY21/22. There being no further discussion, Angela Kettelman moved to approve the report in the amount of \$\$72,493.36 as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

Dean LaVelle

yes

Clairice Hetzler

yes

Harry Ruth	yes	Megan Duesterhaus-Aubuchon	yes
Jon Hoover	yes	Angela Kettelman	yes
Kathy Ridder	yes	Ben Uzelac	absent
Cheryl Predmore	absent		

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

B. Finance – Cheryl Predmore: Cheryl Predmore was absent. Kathleen Helsabeck reported that the committee did not meet, but noted that the City approved the FY22/23 budget as presented.

C. Building and Grounds – Harry Ruth: Harry Ruth reported that the Committee did not meet.

D. Policy – Megan Duesterhaus-AuBuchon: Megan Duesterhaus-AuBuchon reported that the Policy Committee met on April 26, 2022, where they discussed the draft Tuition Reimbursement Policy and the Joint Agreement with the Friends of the Library. Ms. Duesterhaus-AuBuchon stated that the committee used the deleted Tuition Reimbursement Policy as a starting point and changed it to include all possible library certifications not just master degree programs. They also included a stipulation that an employee must work for the Library for at least a year before applying for reimbursement, but removed language that previously stated an employee must continue to work for the Library for at least two years or would be required to repay the tuition funds. Ms. Duesterhaus-AuBuchon stated that the committee had an extensive discussion about that section of the policy, and how it could be interpreted and enforced. In the end, they agreed to remove it entirely. Jon Hoover expressed concern that there were no consequences if an employee chose to leave the Library immediately after using tuition funds. After a brief discussion, it was agreed to table the draft policy and return it to the committee for further discussion. Mr. Hoover agreed to attend the committee meeting to further participate in the discussion.

E. Ad Hoc Advocacy – Dean LaVelle: Dean LaVelle reported that the Advocacy Committee met on May 3 to start work on an advocacy plan, which will include crafting a narrative and prioritizing contacts within the community. The committee also discussed ways to expand the TQ District. Ms. Helsabeck stated that the Board will continue the advocacy discussion at the May 13 Board retreat.

F. Mary Weems Barton/Quincy Public Library Foundation: Kathy Ridder stated that the Foundation will meet on Wednesday, May 18, 2022, at noon at the Library.

IX. UNFINISHED BUSINESS

A. Report from Nominating Committee. Kathy Ridder stated that the committee has not yet met to discuss the FY22/23 slate of officers or possible Board vacancies.

X. NEW BUSINESS

A. Approval of Non-Resident Fee. Kathleen Helsabeck presented the FY22/23 Non-Resident fee calculation and recommended that it remain at \$80 per year. There being no further discussion, Angela Kettelman moved to approve the FY22/23 non-resident fee of \$80 as presented. Megan Duesterhaus-AuBuchon seconded and the motion carried.

XI. PUBLIC COMMENTS

There were no comments from the public in attendance.

Angela Kettelman moved to adjourn the regular session and move into executive session for the purpose of discussing security procedures to respond to an actual, threatened, or reasonably potential danger to the safety of employees, students, staff, the public, or public property. Clairice Hetzler seconded and the motion carried. The regular meeting was adjourned at 6:53 p.m. Harry Ruth moved to adjourn the executive session and reconvene into regular session. Dean LaVelle seconded and the executive session was adjourned at 7:50 p.m. There being no further discussion, Harry Ruth moved to adjourn the meeting at 7:51 p.m. Angela Kettelman seconded and the meeting was adjourned.

Respectfully submitted,

Kimberly Akers