

**Quincy Public Library
Board of Trustees Meeting
June 14, 2022
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, June 14, 2022, with Kathy Ridder presiding. Trustees present: Angela Ketteyman, Cheryl Predmore, Megan Duesterhaus-AuBuchon, Dean LaVelle, and Jon Hoover. Trustees absent: Clairice Hetzler, Harry Ruth, and Ben Uzelac. Others present: Amanda Griesbaum, Kim Akers, and Phyllis Robertson – TQ Liaison.

I. APPROVAL OF AGENDA

Kathy Ridder asked that the agenda be revised to table the motion to approve the draft Tuition Reimbursement Policy. Cheryl Predmore moved to approve the agenda as revised. Megan Duesterhaus-AuBuchon seconded and the motion carried.

II. APPROVAL OF MINUTES

The minutes from the May 10, 2022, regular meeting minutes and the May 13, 2022, Board Retreat minutes were presented for approval. Angela Ketteyman moved to approve both sets of minutes as presented. Dean LaVelle seconded and the motion carried.

III. BOARD EDUCATION

No Board Education was presented for the meeting.

IV. PRESIDENT'S COMMENTS

Kathy Ridder stated that she and Clairice Hetzler met with Katie Kraushaar to discuss remarks she made at the May Board meeting. Ms. Ridder said it was a very positive meeting and shared the main issues discussed. Those issues include concerns over the lack of training for new hires by qualified staff, the lack of staff input on important decisions affecting the Library, and not following standards in *Serving Our Public* in the creation of job descriptions and hiring practices. Ms. Ridder stated that the Board will follow up on these concerns. Ms. Ridder then reported that she is forming an Ad Hoc Strategic Planning Committee to work on the long range plan for the Library and its support organizations. The committee will consist of two QPL Board Members, two TQ Board Members, two Mary Weems Barton/Quincy Public Library Foundation Members, two Friends of the Library, and four staff members, two of which will be from Administration. After the committee is formed and begins work, members of the community will be included in the discussion. The committee will work on developing one-, three-, and five-year plans and work on long term goals.

V. RECOGNITION OF CORRESPONDENCE

Amanda Griesbaum presented three comments from the public suggestion box complimenting the Library on providing computers for the public, suggesting the inclusion of scrapbooking supplies such as a Cricuit in the Library of Things, and asking for lockers at Rooney School. Ms. Griesbaum stated that the Library has considered installing lockers at all of the schools. Other correspondence included a thank you note

from Nellie Fifer who spent a day at the Library job shadowing, a note from Julie Anderson of the Quincy Children's Museum thanking the Library for providing outreach opportunities for the museum, and a Facebook post from Melissa Lithila thanking Bill Waters for introducing her daughter to the children's area. A note from the Sister Cities Commission-Germanfest was also included thanking the Library for providing financial assistance, however Ms. Griesbaum stated the Library did not provide financial assistance but rather loaned several children's games for the event. Dean LaVelle stated that he worked with the Children's Museum at the Summer Reading Kickoff and noted that Amy Peters of the museum was very complimentary of Natascha Will, specifically how hard she works on the children's programs and the support she has provided for the museum to partner with the Library.

VI. PUBLIC COMMENTS

Friends of the Library Bookstore Manager Geri Grawe spoke about the Friends working with the Board on strategic planning.

VII. LIBRARY REPORTS

A. Director's Report. Amanda Griesbaum reported that the doors ceased counting at the beginning of the cyber attack but have since starting recording traffic numbers again. Even without several days of reporting, daily traffic numbers are increasing with the beginning of summer reading as are checkout numbers. The number of cardholders has also increased from May of 2021 from 16,605 to 18,946. Senior Delivery Specialist Christian Bridgewater has resigned his position and moved to a new full-time position elsewhere. Jerry Rumley in the Maintenance Department also resigned his position. Kathy Ridder asked if Keck had responded to the service requests, or if TMI took care of the problems. Kim Akers stated that Keck did respond but TMI ultimately did the repairs. The Board also asked if Keck was supposed to be doing the maintenance and cleaning that TMI reported had not been done. Ms. Griesbaum said she was unsure of that answer, but would ask Kathleen Helsabeck and Will Matlick. She reported that all of the public computers are still down thanks to the cyber attack, but Adams continues to work on restoring the networks. She noted that the migration to Windows 10 has been put on hold until after everything has been restored. The Books and Bags event hosted by Port's Place was a success with the owners reporting that they reached their goal of raising \$5,000 for the mobile library project. Victoria DeMent reported that the Libations for the Library event was a huge success and raised over \$22,000 for the mobile library project. In addition to the monetary rewards, Table Sixteen Productions has stated that they would like to do free videos for the Library, and WGEM asking to partner with the Library on future events. She announced that the Library is making plans to have this become an annual event with next year's tentative date as May 20, 2023. The Summer Reading Kickoff was also a great success with over 1,000 people in attendance, 232 patrons registering for summer reading, and 48 new library card registrations.

B. Financial Report. Cheryl Predmore reported that the balance in the Homebank account as of May 31, 2022, was \$1,139,093.25, and the balance in the building reserve fund was \$400,633.90.

VIII. COMMITTEE REPORTS

A. Audit Report – Cheryl Predmore: Cheryl Predmore presented the Expenditure Approval Reports as of May 31, 2022. The reported dated May 23, 2022, was the first set of invoices for FY22/23, the report dated June 2, 2022, was for a summer reading kickoff invoice, and the report dated June 14, 2022, was for the remaining invoices for May. Ms. Predmore noted that the May 23 report included the deposit for the mobile library and an initial payment for the window replacement. The June 14 report included a check to Keck for \$34,688.75 for work done since January and the replacement of three compressors. Ms. Predmore recommended that the Keck check be held until the questions raised in the Director’s Report could be answered. There being no further discussion, Cheryl Predmore moved to approve the three reports in the amount of \$330,855.99 as presented, but to hold the check for Keck until the questions are answered. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

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

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

B. Finance – Cheryl Predmore: Cheryl Predmore reported that the Finance Committee did not meet.

C. Building and Grounds – Harry Ruth: Harry Ruth was absent. The Building & Grounds Committee did not meet. The Board suggested a meeting with Jeffrey Conte from the City to further discuss the HVAC system and the recent replacement of the compressors.

D. Policy – Megan Duesterhaus-AuBuchon: Megan Duesterhaus-AuBuchon reported that the Policy Committee met on May 27, 2022, where they continued the discussion on the draft Tuition Reimbursement Policy, and discussed the draft Board/Director Relations Policy and the draft Consent Agenda. She noted that the policy is ready for approval but because of the cyber attack, the updated draft could not be accessed at this time, therefore the motion was tabled until July. Ms. Duesterhaus-AuBuchon then presented the draft Board/Director Relations Policy stating that the committee reviewed the policy and made no changes. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the draft policy as presented. Angela Kettelman seconded and the motion carried. Ms. Duesterhaus-AuBuchon presented the draft Consent Agenda stating that this agenda will be used starting with the July meeting. When the Board approves Item I. Approval of Consent Agenda, they will approve the overall agenda, minutes from the previous meeting, all committee reports, correspondence, and the financial reports with one motion. Any forms of motion will be presented and approved under New Business. If a Board Member would like to discuss a specific committee report, it can be pulled out of the consent agenda and discussed prior

to Item II. Board Education. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the draft Consent Agenda as presented. Cheryl Predmore seconded and the motion carried.

E. Ad Hoc Advocacy – Dean LaVelle: Dean LaVelle reported that the Advocacy Committee did not meet, but he would like to schedule a meeting in the coming weeks.

F. Mary Weems Barton/Quincy Public Library Foundation: Kathy Ridder stated that the Foundation met on May 18, 2022, where they heard a detailed investment report from Scott Ruff of Edward Jones and discussed final plans for the Libations for the Library event.

IX. UNFINISHED BUSINESS

A. Report from Nominating Committee. The minutes from the May 25, 2022, meeting were included in the Board packet. Kathy Ridder stated that the committee is recommending the following slate of officers for FY22/23:

President	Kathy Ridder
Vice President	Dean LaVelle
Secretary/Treasurer	Cheryl Predmore

She noted that all Board Members have agreed to retain their seats and all committees will remain the same. The slate of officers will be approved at the July annual meeting.

X. NEW BUSINESS

A. Dean LaVelle stated that Rotary has recently started work on a literacy grant and may award that grant to the Library. He also noted that Katie Kraushaar is a member of Rotary and represented the Library in that organization. With her moving to a new job, he encouraged someone else from the Library to join Rotary, but noted it was not a requirement for future grants and donations.

B. Amanda Griesbaum stated that the Library had received a request to look into installing solar panels on the mobile library. She and Kathleen Helsabeck are researching the possibility.

XI. PUBLIC COMMENTS

Amanda Griesbaum and Victoria DeMent were asked to introduce themselves to the public in attendance.

XII. EXECUTIVE SESSION

Megan Duesterhaus-AuBuchon moved to adjourn the regular session and move into executive session for the purpose of discussing minutes of meetings lawfully closed. Angela Kettelman seconded and the motion carried. The regular meeting was adjourned at 6:39 p.m. Cheryl Predmore moved to adjourn the executive session and reconvene into regular session. Dean LaVelle seconded and the executive session was adjourned at 6:42

p.m. Angela Ketteyman moved to keep the July 9, 2019, minutes closed and open the January 20, 2022, and April 12, 2022, minutes. Megan Duesterhaus-AuBuchon seconded and the motion carried. There being no further discussion, Megan Duesterhaus-AuBuchon moved to adjourn the meeting at 6:43 p.m. Dean Lavelle seconded and the meeting was adjourned.

Respectfully submitted,

Kimberly Akers