

**Quincy Public Library  
Board of Trustees Meeting  
July 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, July 12, 2022, with Dean LaVelle presiding. Trustees present: Angela Kettelman, Cheryl Predmore, Megan Duesterhaus-AuBuchon, Clairice Hetzler, Ben Uzelac, Harry Ruth, Lena Jones, and Jon Hoover. Others present: Kathleen Helsabeck, Kim Akers, and City of Quincy Engineer Jeffrey Conte.

**I. OATH OF OFFICE**

Ben Uzelac administered the Oath of Office to newly appointed Board Member Lena Jones and reappointed Board Member Cheryl Predmore.

**II. APPROVAL OF CONSENT AGENDA**

Angela Kettelman moved to approve the consent agenda consisting of the June 14, 2022, regular meeting minutes, the July 6, 2022, Building & Grounds Committee minutes, the June 24, 2022, Nominating Committee minutes, correspondence, and financial reports for the month of June. There being no discussion, Ben Uzelac seconded and the motion carried.

**III. BOARD EDUCATION**

Kathleen Helsabeck presented a slide show and distributed a handout on the Open Meetings Act.

**IV. PRESIDENT'S COMMENTS**

Dean LaVelle thanked the Board for selecting him as Board President and welcomed the public and staff to the meeting. He stated that Kathy Ridder has resigned from the Board and welcomed Lena Jones who was appointed to that vacant seat. He asked if the Board would like to present Ms. Ridder with a thank you gift for her service to the Board. Kathleen Helsabeck and Kim Akers will take care of selecting an appropriate gift. Mr. LaVelle then brought up an email that Board Members received from several members of the Socrates Café discussion group regarding their July 8 meeting. The Board discussed the issue and encouraged Ms. Helsabeck to reach out to the group to resolve the situation. The Board agreed that library-sponsored programs and the patron who attend those programs are the director's responsibility, but asked Ms. Helsabeck to report on the situation at the August meeting.

**V. PUBLIC COMMENTS**

Paula Bristol spoke on behalf of the Socrates Café discussion group noting that the people who contacted the Board do not speak for the majority of the group, and that most of the group feels the Library does a great job overall. Geri Grawe spoke on behalf of the Friends and asked for a meeting between representatives from the Board and the Friends to review their relationship. Dean LaVelle agreed that was a good idea and will work on

setting the meeting up. Megan Duesterhaus-AuBuchon stated that Friends member Martha Disseler recently passed away and expressed her condolences to the Friends.

## **VI. DIRECTOR'S REPORT**

Kathleen Helsabeck reported that Library staff now have access to all of their computer files, but still cannot offer the public access to computers. Adams is rebuilding the thin client profiles and is uncertain how long that will take. She noted that the Library still does not have access to the shared accounting software through the City requiring her and Kim Akers to do that computer work at City offices. She reported that the Library was very visible in the community as staff attended Arts Night on June 7, the Juneteenth Celebration on June 18, and were at Q-Fest on June 25. The Library has applied for grants for the mobile library project through the Tracy Family Foundation for \$50,000 and the Moorman Foundation for \$30,000. The Library also received a bequest from the Dr. Merle Crossland estate for \$9,653.97, which will be used for the mobile library project. In addition, the Library was notified it was a beneficiary of the estate of Nona Long in the amount of \$300,000. Both of those bequests will be deposited in the Mary Weems Barton/Quincy Public Library Foundation accounts as per policy.

## **VII. UNFINISHED BUSINESS**

Dean LaVelle asked that the Board continue to keep in mind the issues brought to the Board by Katie Kraushaar and discussed with Kathy Ridder and Clairice Hetzler. 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* specifically in the creation of job descriptions and hiring practices. At the June meeting, the Board agreed follow up on these concerns. Kathleen Helsabeck has been asked to look into these concerns and report back at the August Board meeting.

Mr. LaVelle reminded the Board that they need to begin work on the Strategic Plan and asked that appointments to that ad hoc committee be placed on the agenda for the August meeting. 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.

## **VIII. NEW BUSINESS**

**A. Form of Motion – Expenditure Approval Report for June 30, 2022.** Cheryl Predmore presented the Expenditure Approval Report as of June 30, 2022. Ms. Predmore noted that the report included invoices for new computers, HVAC repairs, items for the collection, and a payment to Wilson Elser for attorney fees in connection with the cyber attack. Kathleen Helsabeck stated that the Library has a \$15,000 deductible on its cyber insurance and that payment will go toward the deductible. Ms. Predmore also noted that the check for Keck Heating & Air Conditioning that the Board agreed to hold until more information could be provided in June will be released and mailed. There being no further discussion, Cheryl Predmore moved to approve the June 30, 2022, in the amount

of \$124,003.28 as presented. Clairice Hetzler seconded. A roll call vote was held with the following results:

Jon Hoover	yes	Megan Duesterhaus-AuBuchon	yes
Cheryl Predmore	yes	Angela Ketteman	yes
Lena Jones	yes	Clairice Hetzler	yes
Ben Uzelac	yes	Harry Ruth	yes
Dean LaVelle	yes		

The motion carried with nine yes votes and zero no votes. Ms. Predmore also reported that the Library received an additional \$169,000 in PPRT money in May and is expected to receive approximately \$225,000 in PPRT funds throughout the year.

**B. Form of Motion – Daikin TMI Contract.** Dean LaVelle reported that the Building & Grounds Committee met with representatives from TMI and Jeffrey Conte to discuss the proposed agreement with Daikin TMI to clean, repair, and replace the HVAC system. He noted that much of the problems with the system comes from a lack of preventative maintenance and cleaning. TMI has the capabilities to keep up with the extensive maintenance and can start as soon as the contract is signed. Kathleen Helsabeck stated that several zones in the system have failed and are currently operating in emergency mode. If they continue to fail, some areas in the Library will not have any air conditioning. She noted that if TMI begins the cleaning and maintenance immediately, it may prolong the life of those components until the replacement can begin in the fall. Jeffrey Conte stated that the air handlers are no longer able to bring in fresh air into the building and are not capable of the dehumidification process. Therefore, Keck turns the air handlers off during the summer and back on in the cooler months that do not require dehumidification. The Library is in violation of the building code by not having a means to bring fresh air into the building. Mr. Conte recommended that the Board approve the contract and begin the work as soon as possible. There being no further discussion, Harry Ruth moved that the Board approve the HVAC replacement proposal by Daikin TMI at a cost of \$472,567.00. He further recommended that the Board request that the City waive the standard competitive bid requirements as this a sole service emergency repair. Angela Ketteman seconded. A roll call vote was held with the following results:

Jon Hoover	yes	Megan Duesterhaus-AuBuchon	yes
Cheryl Predmore	yes	Angela Ketteman	yes
Lena Jones	yes	Clairice Hetzler	yes
Ben Uzelac	yes	Harry Ruth	yes
Dean LaVelle	yes		

The motion carried with nine yes votes and zero no votes. The Board thanked Jeffrey Conte for all his help with this project.

**C. Form of Motion – Draft Tuition Reimbursement Policy.** Megan Duesterhaus-AuBuchon asked that the motion be tabled until August pending further discussion. Jon Hoover noted that the policy needs to address tax implications for staff receiving the

reimbursement and there needs to be a statement about only reimbursing payments made to accredited schools.

**IX. PUBLIC COMMENTS**

No further comments were made by the public in attendance.

There being no further business to discuss, Dean LaVelle adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Kimberly Akers