

**Quincy Public Library  
Board of Trustees Meeting  
August 9, 2022  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, August 9, 2022, with Dean LaVelle presiding. Trustees present: Angela Ketteman, Cheryl Predmore, Megan Duesterhaus-AuBuchon, Clairice Hetzler, Harry Ruth, Lena Jones, and Jon Hoover. Trustees absent: Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, Amanda Griesbaum, and Barb Girouard – TQ Liaison.

**I. APPROVAL OF CONSENT AGENDA**

Angela Ketteman moved to approve the consent agenda consisting of the July 12, 2022, annual meeting minutes, the July 12, 2022, regular meeting minutes, correspondence, and financial reports for the month of July. Kathleen Helsabeck addressed the comments included in the correspondence about the Summer Reading Program and Beanstack. She noted that if patrons are not comfortable with using the online Beanstack app, they can still participate using a paper reading log. She also stated that if patrons have completed the required reading minutes to receive a prize, they do not have to continue to record their reading minutes on Beanstack or on a paper log. There being no further discussion, Cheryl Predmore seconded and the motion carried.

**II. BOARD EDUCATION**

Amanda Griesbaum gave a presentation on patron demographics created using the new Orange Boy Savannah software. She noted that these initial numbers only include data pulled since May and the software just started pulling digital statistics; she is still working on tracking program attendance and wi-fi usage. She noted that the information gleaned from the data can be used for targeted e-mail campaigns and to market to specific age groups and interest levels.

**III. PRESIDENT'S COMMENTS**

Dean LaVelle welcomed the staff, public, and Barb Girouard from the TQ Board to the meeting. He stated he has set up an ad hoc committee to work with the Friends of the Library to develop a memo of understanding with the Friends, look at the structure of the Library's relationship with the Friends, and find a path forward through the issues that are currently distracting the Friends and the Library from their missions. He has asked Clairice Hetzler to serve as chair, and asked Harry Ruth and Jon Hoover to also serve on that committee.

**IV. PUBLIC COMMENTS**

Geri Grawe updated the Board on the Friends' activities. She stated that the Library recently received a large donation of new and nearly new history books and biographies from an anonymous donor. Because the donation was so large and the Friends' storage area is already overflowing with boxes for the upcoming Fall Book Sale, the Friends will hold a special book sale at the Quincy Town Center on September 16 and 17, 2022, to sell this unique collection of materials.

**V. DIRECTOR'S REPORT**

Kathleen Helsabeck stated that she recently attended Directors' University 2.0 in Springfield and provided an outline of topics discussed at that training. She noted that as a result of that training, she will be joining an online group of city library directors to discuss issues affecting their libraries in Illinois. She has also been invited to serve on the Illinois State Library Advisory Committee (ISLAC) to advise the Illinois State Library on policy and management issues. Ms. Helsabeck stated that Adams County Glass has started replacing the remaining original windows but has run into some difficulties with the interior framing. This will increase the final cost approximately \$3,200. She reported that the Library is still not able to offer public computer access and still does not have access to the City's accounting software. The accounting software will not work on the Library's new Windows 10 system, so Corey Dean is setting up a Windows 7 virtual environment for the accounting software. Jennifer Burkett is working with Adams to finish setting up PC Reservation and testing the printing options. She was unable to unencrypt the data using the decryption key, which could have been caused by Adams deleting domain controllers. Dean LaVelle stated that the issues with IT and Adams needs to be addressed, and he would like to know why Adams deleted the files. Ms. Helsabeck will check with Adams and report back to the Board at the September meeting. Ms. Helsabeck concluded her report by stating she is planning on attending a three-day workshop on collective bargaining agreements to prepare for the upcoming labor agreement negotiations. She noted that the workshop extends over the date of the September Board meeting, and will be discussing options for the Board meeting with Dean LaVelle.

Amanda Griesbaum gave a presentation on the 2022 Summer Reading Program. She noted that there were 963 active readers this year with 826,819 total minutes read.

**VI. UNFINISHED BUSINESS**

**A. Revised Form of Motion – Daikin/TMI Contract.** Kathleen Helsabeck stated that the Board requested the City of Quincy waive the competitive bidding requirements for the Library's contract with Daikin/TMI. However, the City chose not to address Library business. Ms. Helsabeck consulted with Joe Duesterhaus who said that the Board could simply amend the original motion to waive the standard practice for itself. Therefore, Harry Ruth moved that in light of the City response to the motion adopted at the July 12, 2022, meeting, the Library Board for itself waives the standard competitive bidding requirements for the same reasons stated in the previous motion. Angela Kettelman seconded and the motion carried.

**B. Form of Motion – Draft Tuition Reimbursement Policy.** Jon Hoover stated he reviewed the policy and added information discussed at the June and July Board meetings. Harry Ruth asked that the policy state that up to \$200 will be reimbursed for tuition at an accredited public or state educational institution. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the draft Tuition Reimbursement Policy as amended. Clairice Hetzler seconded and the motion carried.

**C. Memo on Staff Concerns.** Kathleen Helsabeck included a memo in the Board packet addressing staff concerns raised at previous Board meetings. She stated that at the July staff meeting she asked staff what trainings they would like to see. Several suggestions were made, and training will be implemented in the coming months. She stated that she feels it is important for staff to have input into decisions made by the Library. Staff were asked to vote on the Big Read book and interior colors for the new mobile library. Ms. Helsabeck admitted that she erred by not posting the opening for an Assistant Director in January of 2020 and awarded the job to an individual without posting it. When the position became vacant in January of 2022, she did post the position and awarded it to the most qualified candidate. She did note that Candace Fisher of HR Source recommended that the Library fill open positions as soon as possible to avoid loss of productivity.

**VII. NEW BUSINESS**

**A. Form of Motion – Expenditure Approval Report for July 31, 2022.** Cheryl Predmore presented the Expenditure Approval Report as of July 31, 2022. Ms. Predmore noted that the report included annual invoices for OCLC and RSA. Kathleen Helsabeck stated that there were also invoices for Daikin/TMI for repairs to the HVAC system. There being no further discussion, Cheryl Predmore moved to approve the July 31, 2022, expenditure approval report in the amount of \$170,102.07 as presented. Megan Duesterhaus-AuBuchon 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 |
| Harry Ruth      | yes    | Dean LaVelle               | yes |
| Ben Uzelac      | absent |                            |     |

The motion carried with eight yes votes, zero no votes, and one absent.

**B. Form of Motion – Revised Coronavirus Policy.** Kathleen Helsabeck stated that the existing QPL Coronavirus Policy has expired. Several staff have been out sick with the virus, and she is asking that the Board extend the dates on the policy so staff are paid while out sick with Covid without having to exhaust their paid time off. Harry Ruth stated that this virus will probably be with us for a while, and procedures and best practices are still evolving. He recommended extending the dates at least six months. Angela Ketteman moved that the QPL Coronavirus Policy be revised to expire on February 28, 2023, at which time the Board will revisit the policy. Lena Jones seconded and the motion carried.

**C. Form of Motion – Draft Bedbug Policy.** Kathleen Helsabeck stated that Quincy has a bedbug problem and the Library has had infested materials returned. She noted that the Library recently purchased a bedbug oven to treat infested materials. She then presented a draft bedbug policy to outline procedures in dealing with infested items. After a brief discussion, Cheryl Predmore moved to approve the draft Bedbug Policy as presented. Megan Duesterhaus-AuBuchon seconded and the motion carried. It was

suggested that a second bedbug oven might be needed for the mobile library when it arrives.

**D. Discussion of HVAC Invoice.** Kathleen Helsabeck stated that after he met with the Building & Grounds Committee on March 31, Jeffrey Conte recommended that the Library get a detailed evaluation of the HVAC system. At that time, he also stated that he would recommend that the City of Quincy pay for the evaluation. Ms. Helsabeck stated that the City Council approved a resolution to pay the invoice at their April 18, 2022, meeting. However, Sheri Ray stated she would not pay the invoice because the City does not pay Library invoices. Ms. Helsabeck asked the Board for input on this issue. Harry Ruth stated that Daikin/TMI did perform the work and deserves to be paid immediately. He asked that the invoice be paid by the Library while waiting for clarification from the City. If the City chooses to pay for the evaluation, they can reimburse the Library. Ms. Helsabeck was asked to contact Sheri Ray and ask for her reasons for not paying the invoice and report back to the Board. There being no further discussion, Cheryl Predmore moved that the Library pay the invoice to Daikin/TMI in the amount of \$9,150. 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 |
| Harry Ruth      | yes    | Dean LaVelle               | yes |
| Ben Uzelac      | absent |                            |     |

The motion carried with eight yes votes, zero no votes, and one absent.

**E.** Kathleen Helsabeck reported that a clock that looks like a book has been purchased for Kathy Ridder to thank her for her service to the Board. Ms. Helsabeck stated that Ms. Ridder was responsible for developing the Board Retreat and consent agenda.

### **VIII. PUBLIC COMMENTS**

Geri Grawe stated that the lines in the parking lot have become very faint and it is hard to see where to park. She also noted that there are a lot of potholes on Jersey Street and asked that the Library ask its aldermen to look into getting them repaired.

There being no further business to discuss, Dean LaVelle adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Kimberly Akers