

**Quincy Public Library
Board of Trustees Meeting
September 13, 2022
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:02 p.m. on Tuesday, September 13, 2022, with Dean LaVelle presiding. Trustees present: Angela Ketteman, Cheryl Predmore, Megan Duesterhaus-AuBuchon, Ben Uzelac, Clairice Hetzler, Harry Ruth, and Jon Hoover. Trustees absent: Lena Jones. Others present: Kathleen Helsabeck, Kim Akers, and Christa Johnson – TQ Liaison.

I. APPROVAL OF CONSENT AGENDA

Megan Duesterhaus-AuBuchon moved to approve the consent agenda consisting of the August 9, 2022, regular meeting minutes, Building & Grounds Committee minutes, correspondence, and financial reports for the month of August. There being no further discussion, Angela Ketteman seconded and the motion carried.

II. BOARD EDUCATION

Kathleen Helsabeck reported that she presented a trustee orientation for Lena Jones where Joe Filapek, Librarian at RAILS and President of the Aurora Public Library, and Christine Westerlund, who is the director of professional development for the Illinois Association of Community Action Agencies, zoomed into the meeting to share information. She will share the recorded session in October.

III. PRESIDENT'S COMMENTS

Dean LaVelle welcomed the staff, public, and Christa Johnson from the TQ Board to the meeting. He stated that he is meeting with committee chairs to better understand the committees and address any concerns. He complimented the Maintenance crew on the Library property, and stated that the grounds always look immaculate and free of trash. A patron contacted him about adding Board Members' personal emails to the website, but Mr. LaVelle is reluctant to do that. He noted that there is a Board gmail account on the website where the public can contact the Board with questions and concerns. He asked that a more detailed circulation statistics report be included in the October packet. Kim Akers stated that the staff tracks monthly usage statistics for use in the annual reports. She will include the September report in the Board packet.

IV. PUBLIC COMMENTS

Geri Grawe reminded the Board of the special book sale at the Quincy Town Center on September 16 and 17, 2022, in the old GNC store. She stated that the Friends have received another sizable donation of materials, which they will be bringing into the sorting area after the history books have been transferred to the Quincy Town Center.

V. DIRECTOR'S REPORT

Kathleen Helsabeck distributed copies of the Discovery Guide featuring Big Read activities and highlighted a few of the upcoming events. She encouraged Board Members to attend the kickoff on Thursday, September 15, starting at 6:00 p.m. and passed around

a sign-up sheet to volunteer for the October 12 presentation at Morrison Theater. She noted that August circulation and traffic numbers were down a bit, which is typical for this time of year. Ms. Helsabeck attended the last two Socrates Café meetings with positive results, although there were a few technological glitches at the September meeting. Ms. Helsabeck reported that she received an email from the Mayor stating that the Library would need to pay the TMI/Daikin invoice for the system evaluation even though the City Council approved payment through the City. Ben Uzelac volunteered to look into the issue and report at the October meeting. She presented a spreadsheet showing the current mobile library financials including anticipated revenues and expenditures along with a second report showing detailed grant information. Ms. Helsabeck reported that she recently submitted an application to the Marion Gardner Jackson Foundation for a \$50,000 grant, and will be applying to the Moorman Foundation for a \$30,000 grant and the Tracy Family Foundation for a \$50,000 grant. In addition, she was notified that Ingersoll Rand / Gardner Denver has pledged a \$5,000 donation for the project this year and an unspecified amount to be donated next year. An end of the year campaign is planned for 2022 as well as another Libations for the Library event in the spring of 2023. Ben Uzelac suggested that a presentation be made to the City Council to update them on the project and continue to make them aware of the value the mobile library will bring to the community. Mr. LaVelle has asked that an update on the mobile library project be included on all future Board agendas. She concluded her report by noting that the Board is required to review *Serving Our Public* on an annual basis as part of the Per Capita Grant. That review will begin in October.

VI. UNFINISHED BUSINESS

A. Staff Training and Involvement. Kathleen Helsabeck reported that the staff were recently trained on the new Windows 10 platform and will be trained on Microsoft Teams on September 14. They were updated on the Big Read activities at a special staff meeting on September 6 and will begin brainstorming on the new strategic plan on September 23 and October 7. In addition, the Reference staff will review the Illinois Room and telephone procedures at an upcoming team meeting.

B. Nona Long Estate. Dean LaVelle asked that the Library prepare a press release about the donation to thank the family and to encourage future large donations.

VII. NEW BUSINESS

A. Form of Motion – Expenditure Approval Report for August 31, 2022. Cheryl Predmore presented the Expenditure Approval Report as of August 31, 2022. Ms. Predmore noted that the report included several capital outlay invoices as well as the usual invoices for materials. There being no further discussion, Cheryl Predmore moved to approve the August 31, 2022, expenditure approval report in the amount of \$124,910.87 as presented. Angela Kettman seconded. A roll call vote was held with the following results:

Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Angela Kettman	yes	Clairice Hetzler	yes
Harry Ruth	yes	Jon Hoover	yes

Ben Uzelac
Lena Jones

yes Dean LaVelle
absent

yes

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

A. Discussion of Acquisition of Property. Kathleen Helsabeck reported that she has been informed the property at 510 Jersey is for sale. She presented a list of possible uses for the building should the Board choose to purchase the property. Harry Ruth stated that the Building and Grounds Committee discussed this topic at the September 6 meeting and recommended that the Board continue to monitor the listing, but not make an offer at this time. The Board agreed that they are interested in the property, but need to focus on the mobile library project. It was also agreed that other factors such as cost estimates beyond the purchase price, staffing issues, and how it fits into a long-term strategic plan need to be discussed. Dean LaVelle stated that it will be added to the strategic plan discussion to begin in October.

B. Discussion of Library IT. A memo outlining the current status of the Library's IT, an email from 2014 explaining the relationship with the City's IT Department, and a breakdown of current IT duties was included in the Board packet. Kathleen Helsabeck explained that the Library is still attached to the City's IT infrastructure even though the Library has a separate firewall, has migrated to Windows 10, and has moved all of its servers back to the Library. The Library is still dependent on the City for accounting software, payroll functions, access to the physical server, VMware, and the email archiver. She noted that the Library still is not able to offer computer access to the public, but has provided four Chromebooks for public use although they are not part of PC Reservation and the staff have to wipe and restart them after each use. Adams is working on configuring the thin clients to restore access to the public computers.

C. Discussion of Cyber Incident. A copy of the analysis of the cyber incident by Wilson Elser as well as a copy of the Common Interest Agreement was included in the Board packet. Kathleen Helsabeck updated the Board on the discussions about the incident between the City and the Library.

D. Illinois Public Library Annual Report. A copy of the IPLAR was included in the Board packet.

VIII. PUBLIC COMMENTS

Geri Grawe stated that the Friends have sold \$1,000 in history books on Amazon as part of the special sale.

There being no further business to discuss, Dean LaVelle adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Kimberly Akers