

**Quincy Public Library
Board of Trustees Meeting
October 11, 2022
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:04 p.m. on Tuesday, October 11, 2022, with Dean LaVelle presiding. Trustees present: Angela Kettelman, Cheryl Predmore, Lena Jones, Clairice Hetzler, Harry Ruth, and Jon Hoover. Trustees absent: Megan Duesterhaus-AuBuchon and Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, and Jennifer Harvey – TQ Liaison.

I. APPROVAL OF CONSENT AGENDA

Angela Kettelman moved to approve the consent agenda consisting of the September 13, 2022, regular meeting minutes, two sets of Ad Hoc minutes, correspondence, and financial reports for the month of September. Dean LaVelle thanked Clairice Hetzler, Jon Hoover, and Harry Ruth for serving on the Ad Hoc Committee to discuss the relationship with the Friends of the Library. Ms. Hetzler stated that the next meeting will be on October 27, 2022, at 9:00 a.m. There being no further discussion, Clairice Hetzler seconded and the motion carried.

II. BOARD EDUCATION

Kathleen Helsabeck showed a short video featuring Victoria DeMent explaining the logistics of parking and handicapped accessibility for the October 12 Amberley Snyder event at Quincy Junior High School.

III. PRESIDENT'S COMMENTS

Dean LaVelle welcomed the public and TQ Board President Jennifer Harvey to the meeting. He commended the staff for handling the noise and vibration issues from the demolition of the parking garage on Jersey, and specifically complimented the Maintenance crew for keeping Library property cleaned up during the mess. Mr. LaVelle then asked if the Board would consider having a group photo of the Board taken and posted on the website.

IV. PUBLIC COMMENTS

Kathy Dieker reported that the special book sale at the Quincy Town Center netted over \$6,000. The Friends heard lots of positive comments about the sale and the venue. She noted that the annual Fall Book Sale will start on Thursday, October 13, at 9:30 a.m. and run until Saturday, October 15, at 4:30 p.m. She thanked the Board for facilitating the meetings between the Friends and the Board.

V. DIRECTOR'S REPORT

Kathleen Helsabeck noted the two daily traffic and circulation graphs comparing the numbers of September of 2022 and 2021. She reported that the Library submitted the final paperwork for the Moorman Foundation grant for the mobile library project. She stated that the Library will be sending out a press release announcing the receipt of the Long estate and asked what projects the Board would like to see funded with the money.

It was agreed that the Library will use the funds for ongoing library services and the mobile library project. They stated that the main objective of the press release is to acknowledge the generosity of the donor and encourage more bequests and donations. The Big Read is finishing up with the final event featuring Amberley Snyder on October 12. As of October 11, 550 people had registered for the event. Ms. Helsabeck stated that she is meeting with TMI/Daikin on October 13 to talk about starting the condenser replacement project. Staff training continues with recent training on how to use the phone system and a review of Summer Reading and the Big Read. She reported that the public computers are back up and included a timeline of IT updates provided by Adams in her report. A detailed circulation and event statistics report for September was included in the Board packet. Dean LaVelle stated that he is impressed by how much the self-checkout stations are used as compared to overall checkouts. He noted that audio/visual usage is slowing down and questioned whether there was a need to continue funding those budget lines at the current level. The Board questioned whether the limits on Hoopla and Freegal need to be raised to encourage more use. Mr. LaVelle stated that he has several other questions about the report but will discuss them further with Ms. Helsabeck. The Board agreed that they would like to see this detailed report each month. Ms. Helsabeck reported that the mobile library project received a \$4,000 donation in memory of Martha Disseler from her daughter. That brings the total revenue to nearly \$208,000. Ms. Helsabeck concluded her report by stating that a representative from LIRA was at the Library on September 21 to conduct the annual loss control assessment; her report was included in the Board packet. Ms. Helsabeck noted that it this is a beneficial review of hazards, exposure, risk management, and liabilities.

VI. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

VII. NEW BUSINESS

A. Form of Motion – Expenditure Approval Report for September 30, 2022.

Cheryl Predmore presented the Expenditure Approval Report as of September 30, 2022. Ms. Predmore noted two additional invoices for Amberley Snyder and the photographer for the October 12 event that were printed on October 11. Dean LaVelle asked about the increase in travel reimbursements. Kathleen Helsabeck stated that the red van was nearly at the end of its life leaving the Library with only the white van and Will's work truck for regular use. Staff are needing to use their own vehicles more often for library errands. Ms. Helsabeck was asked to report on the age and status of the red van so the Board can discuss replacement options and liability issues that could arise from staff using their personal vehicles for library use. Harry Ruth asked if the Big Read expenses were completely covered by the grant. Ms. Helsabeck stated that the grant only pays for the books; the Library and donations from the community cover the remaining expenses. She stated that the Library plans to use the photos and videos from the events for later PR efforts. There being no further discussion, Cheryl Predmore moved to approve the September 30, 2022, expenditure approval report in the amount of \$75,165.12, which includes the \$3,948 for the two additional invoices. Angela Kettelman seconded. A roll call vote was held with the following results:

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

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

B. FY21/22 Annual Report to the City. A copy of the FY21/22 Annual Report to the City was included in the Board packet. Kim Akers stated that this report is typically due to the City by May 31, but due to the cyber incident it was delayed by several months.

VIII. PUBLIC COMMENTS

No comments were made by the public in attendance.

Clairice Hetzler moved to adjourn the regular session and convene into executive session for the purpose of discussing litigation, filed or imminent. Harry Ruth seconded and the motion carried. Cheryl Predmore adjourned the executive session and reconvened into regular session. Angela Kettelman seconded and the executive session was adjourned at 7:47 p.m. Cheryl Predmore moved to approve the action discussed in the executive session. Lena Jones seconded and the motion carried.

There being no further business to discuss, Cheryl Predmore adjourned the meeting at 7:48 p.m.

Respectfully submitted,

Kimberly Akers