

**Quincy Public Library
Board of Trustees Meeting
December 20, 2022
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, December 20, 2022, with Dean Lavelle presiding. Trustees present: Angela Ketteman, Lena Jones, Harry Ruth, and Cheryl Predmore. Trustees absent: Clairice Hetzler, Megan Duesterhaus-AuBuchon, Jon Hoover, and Ben Uzelac. Others present: Kathleen Helsabeck, Amanda Griesbaum, Carrie Peters, and Joe Duesterhaus.

I. BOARD EDUCATION

Kathleen Helsabeck presented *Serving Our Public*.

II. APPROVAL OF CONSENT AGENDA

Angela Ketteman moved to approve the consent agenda consisting of the November 8, 2022, regular meeting minutes, Ad Hoc minutes, correspondence, and financial reports for the month of November. There being no further discussion, Cheryl Predmore seconded, and the motion carried.

III. Audit Report. The Audit Report was presented by Carrie Peters.

IV. PRESIDENT'S COMMENTS

Dean LaVelle stated that he would like the focus of the board to become broader in the next year. They have had to focus so much on specific projects that it is time to step back and focus on the mission of the Board and Library, along with building the strategic plan and working on advocacy.

V. PUBLIC COMMENTS

Geri Grawe reported that the Friends of the Library made \$777 from Amazon sales, \$2,119 in Secondhand Prose, and \$30 from coffee sales. She also reported that the new slate of officers is: President: Ken Grawe, VP: Nancy Bluhm, Secretary: Paula Bristol, Store Manager: Vicki Hartsock and Kathy Dieker. Spring Book Sale will be April 20-23, 2023.

VI. DIRECTOR'S REPORT

Kathleen Helsabeck discussed changes in staffing, recognizing Kim's retirement and three new hires. Ms. Helsabeck gave updates on the Mobile Library including that we have filming scheduled for January 6th for the storytelling grant.

She reported that window and HVAC work continues

VII. UNFINISHED BUSINESS

- A. **Form of Motion - Holiday Schedule.** A copy of the changes to the 2023 Holiday Schedule was presented to the Board. Kathleen Helsabeck recommended that the Library be closed on the *Friday*, Saturday, Sunday, and Monday of those weeks to provide staff with paid holidays. The date for QPL day was also changed to April 14, 2023, in place of the originally proposed May 2023 date. There being no further discussion, Angela Kettemen moved to approve the changes to the 2023 Holiday Schedule as presented. Lena Jones seconded and the motion carried.

VIII. NEW BUSINESS

- A. **Form of Motion – Expenditure Approval Report for November 30, 2022.** The Expenditure Approval Report as of November 30, 2022, was presented. Cheryl Predmore moved to approve the November 30, 2022, expenditure approval report in the amount of \$102,477.82. Angela Kettemen seconded. A roll call vote was held with the following results:

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

The motion carried with five yes votes, zero no votes, and four absent.

- B. **Form of Motion – Retain Legal Council.** Motion to retain legal counsel made by Angela Kettemen. Harry Ruth ask Joe Duesterhaus, current legal counsel, if it was normal for libraries to seek legal counsel. Mr. Duesterhaus stated that it was. The city would either charge you for counsel or you can find your own. Either way, the library still pays. No further discussion. Motion seconded by Cheryl Predmore. Motion carried.

- C. **Form of Motion – Transfer of Funds.** Motion to transfer \$100,000 into the reserve account, \$249,000 into a 13-month CD, and \$249,000 into a 19-month CD made by Cheryl Predmore. Seconded by Harry Ruth. A roll call vote was held with the following results:

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

The motion carried with five yes votes, zero no votes, and four absent.

D. Form of Motion – Approval of Levy Letter to Mayor. Motion to send a letter regarding the Library's levy to Mayor Troup was made by Cheryl Predmore. Seconded by Angela Kettemen. Motion carried.

IX. PUBLIC COMMENTS

Kim Akers thanked the Board and stated she was grateful for her time at the library. She was concerned with the direction the library was going. This same comment was made by previous staff member Val Stark.

EXECUTIVE SESSION

Kathleen Helsabeck read,

"The Library Board shall conduct a meeting with legal counsel in executive session, closed to the staff, general public and news media, to discuss the following matters:

1. Security procedures, including computer software, necessary and appropriate to remedy existing consequences of the 5/7/22 cyber incident and ransomware attack and/or to prevent a similar ransomware attack from occurring in the future, which presented or could reasonably present a potential danger to the safety of QPL staff, the general public and/or public property, pursuant to OMA §2(c)(8); and/or
2. Litigation related to the ransomware attack occurring on or about May 7, 2022, that is probable or imminent, pursuant to OMA §2(c)(11); and/or
3. Settlement and/or making of insurance claims and/or communications with the Library's cyber insurance company, pursuant to OMA §2(c)(12)."

There being no further discussion, Harry Ruth moved to go into executive session. Angela Kettemen seconded.

Board moved into Executive Session and the board discussed the library's IT security, the cyber incident and current recommendations.

Board meeting adjourned once Executive Session was concluded. Motion to adjourn made by Cheryl Predmore. Seconded by Angela Ketteman. Motion carried.

Meeting Adjourned at 8:00 p.m.

Respectfully submitted,

Amanda Griesbaum