

**Quincy Public Library
Board of Trustees Meeting
November 8, 2022
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, November 8, 2022, with Clairice Hetzler presiding. Trustees present: Angela Kettelman, Lena Jones, Harry Ruth, and Jon Hoover. Trustees absent: Dean Lavelle, Megan Duesterhaus-AuBuchon, Cheryl Predmore, and Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, Amanda Griesbaum, and Seth Klusmeyer – TQ Liaison.

I. APPROVAL OF CONSENT AGENDA

Angela Kettelman moved to approve the consent agenda consisting of the October 11, 2022, regular meeting minutes, the October 27, 2022, Ad Hoc minutes, correspondence, and financial reports for the month of October. There being no further discussion, Lena Jones seconded and the motion carried.

II. BOARD EDUCATION

Kathleen Helsabeck stated that there would be no board education this month but would be reviewing *Serving Our Public* at the December joint TQ and QPL meetings.

III. PRESIDENT'S COMMENTS

Dean LaVelle was absent. Vice President Clairice Hetzler stated that Mr. LaVelle would like to call a special meeting of the QPL Board to discuss cyber security. Kathleen Helsabeck stated it would be a closed meeting, but she would also like to discuss the tax levy in open session. The Board agreed to meet on Wednesday, November 30, 2022, at 6:00 p.m.

IV. PUBLIC COMMENTS

Geri Grawe reported that the fall book sale at the Library netted \$2,513.70 over the three-day sale. She noted that Secondhand Prose stayed open late on Thursday of the sale and saw \$735 in sales that day. She reported that the Friends are in the process of selecting a new slate of officers for 2023. She closed by thanking the Board for meeting with the Friends to clarify the relationship between the two entities.

V. DIRECTOR'S REPORT

Kathleen Helsabeck distributed the November/December program guides and calendars of events noting several holiday-themed programs such as a gift wrap workshop, an ornament workshop, and an ongoing card-making area where the puzzles normally sit. Patrons will be provided supplies and encouraged to create cards to be given to the Library's homebound patrons. She also noted the teen reading challenge that runs from October 17 through December 21, 2022. Ms. Helsabeck reported that the Library did not receive the Marion Gardner Jackson Trust Grant, but did receive a grant from the Moorman Foundation for \$30,000. She noted that the Moorman Foundation has given the Library \$60,000 over the past two years. Staff continue to meet to discuss items as part of the upcoming strategic planning sessions. Ms. Helsabeck encouraged the Board

to look at the discussion topics displayed in the Administration hallway. As requested at the October Board meeting, Ms. Helsabeck provided an overview of the three Library vehicles – a 2004 Ford Freestar minivan, a 2014 Toyota Sienna van, and a 2002 Dodge Ram truck. She noted that the maintenance costs on these three vehicles are not large, and they all have low mileage although most of that mileage is in-town travel. She has no recommendations for replacement at this time and stated that she would like to wait until the Mobile Library is received to address vehicle usage and future needs. The Board asked her to provide insurance coverage information including premium costs for the three vehicles and report back at the December meeting. Daikin/TMI expects to start the HVAC condenser replacement project on November 14. A survey of the Senior Delivery patrons was conducted and showed that nearly all delivery patrons are very satisfied with the service. Jennifer Burkett provided a review of the Microsoft training she attended in September. Ms. Helsabeck prepared a memo discussing current Library IT costs, possible updates to the system as recommended by the cyber insurance carrier, and an outline of the accounting procedures for the Library. She stated that the City was planning on moving to a new accounting software, but that has been pushed back due to the cyber incident so she is asking for some guidance from the Board with regards to hiring a financial person for the Library or continuing to use a combination of Library and City personnel to perform the accounting functions. The Board agreed to table any discussion until all Board Members are present for the discussion. Ms. Helsabeck noted that the average daily checkouts and traffic numbers for October 2022 and October 2021 are nearly identical. The Board questioned the kiosk usage numbers noting that use has significantly decreased. Amanda Griesbaum explained that staff discovered the counter was recording maintenance and restocking figures as checkouts causing false numbers to be tracked. Even taking that into consideration, Ms. Helsabeck stated that use has dropped off. Angela Kettelman noted that there hasn't been any promotion of the kiosk for quite some time and patrons may not be aware that it even exists. Ms. Helsabeck pointed out the program attendance notes on the final page of report showed a significant increase in attendance at the annual Jack-O-Lantern Jamboree. She then stated that she is working on providing statistics on audio/visual and digital material usage for the December meeting.

VI. UNFINISHED BUSINESS

A. Board Tours. Kathleen Helsabeck apologized for having to cancel the Board tour of the Library and asked for best days and times to reschedule. It was agreed to postpone the tour until after Thanksgiving and possibly do the tours at 10:00 a.m. and 4:00 p.m. on a Wednesday. Clairice Hetzler stated that she would like to meet and talk with staff during the tour.

VII. NEW BUSINESS

A. Form of Motion – Expenditure Approval Report for October 31, 2022.

Cheryl Predmore was absent. Kathleen Helsabeck presented the Expenditure Approval Report as of October 31, 2022. Ms. Helsabeck stated that the Library is halfway through the fiscal year and has spent 39% of the overall budget. She noted some lines were overspent such as the meetings and conferences line. Clairice Hetzler asked if all staff were allowed to attend conferences to which Ms. Helsabeck replied that it was mostly

librarians and specialists. There being no further discussion, Angela Kettelman moved to approve the October 31, 2022, expenditure approval report in the amount of \$88,926.00. Jon Hoover seconded. A roll call vote was held with the following results:

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

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

B. Form of Motion – 2023 Holiday Schedule. A copy of the 2023 Holiday Schedule was presented to the Board. Kathleen Helsabeck stated that because Christmas Eve and New Year's Eve are on a Sunday in 2023, she is recommending that the Library be closed on the Saturday, Sunday, and Monday of those weeks to provide staff with paid holidays. She noted that the Library will be closed Friday through Monday this year for the Christmas and New Year holidays. There being no further discussion, Harry Ruth moved to approve the 2023 Holiday Schedule as presented. Angela Kettelman seconded and the motion carried.

C. Discussion of December Joint QPL & TQ Board meetings. Kathleen Helsabeck stated that both Boards will meet on Tuesday, December 13, 2022. TQ will meet at 5:30 p.m. to conduct their business, both Boards will then meet together to review *Serving Our Public* for the Per Capita Grant requirements, then the QPL Board will meet at 6:00 p.m. to conduct their business.

VIII. PUBLIC COMMENTS

Geri Grawe thanked the Board for seeing that the parking lot lines were repainted and asked that Board Members try to speak louder during the meeting so the audience can hear all of the discussion.

There being no further discussion, Harry Ruth moved to adjourn the meeting. Jon Hoover seconded and the meeting was adjourned at 6:39 p.m.

Respectfully submitted,

Kimberly Akers