

**Quincy Public Library
Board of Trustees Meeting
January 10, 2023
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, January 10, 2023, with Dean Lavelle presiding. Trustees present: Angela Kettelman, Lena Jones, Harry Ruth, Cheryl Predmore, Clairice Hetzler, Megan Duesterhaus-AuBuchon, Jon Hoover, and Ben Uzelac. Others present: Kathleen Helsabeck, Amanda Griesbaum, Jess Givens and Joe Duesterhaus. Two guests present.

I. APPROVAL OF CONSENT AGENDA

Cheryl Predmore moved to approve the consent agenda consisting of the December 20, 2022, regular meeting minutes, Ad Hoc minutes, correspondence, and financial reports for the month of December. There being no further discussion, Angela Kettelman seconded, and the motion carried.

II. PRESIDENT'S COMMENTS

Dean LaVelle stated that he would like thank the board members for their year of service and dedication to the library. He reiterated from the November meeting his goal for the focus of the board in the upcoming year which it to have a broader look at the library in the next year. They have taken the time to focus 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.

The Personnel Committee will discuss staff morale.

III. PUBLIC COMMENTS

Geri Grawe reported that the Friends of the Library made \$46,420 in sales this year from the bookstore, online sales, semi-annual sales, and the special collections sale. With a total of \$33,000 given back to the library. She also stated that she was disappointed that the library director and no one from the QPL Board were present at their meeting in December.

IV. DIRECTOR'S REPORT

Kathleen Helsabeck introduced the new Administrative Assistant, Jess Givens and welcomed her to QPL. An update was provided on the window project and the HVAC system.

An IT report was prepared by Jennifer Burkett and provided to the board by Ms. Helsabeck. Along with highlighting particulars of IT including: KnowBe4 security training, quotes for backup storage, new website and rebranding, and the possible future of the County Market Kiosk to be utilized in a new location.

She reported to the board that the library is still waiting on the city for the timeclock updates and that HomeBank recommended that the library move to Positive Pay as a Financial Security measure.

After questions from the board, it was recommended by the board that Ms. Helsabeck is to learn more on Positive Pay and report to the Finance Committee.

Recommendation was also made to have the city change the check plate to reflect current board members and their positions with the ability to sign checks.

This is a task for city IT that has still not been done but Kathleen will continue to work on.

Other updates were provided on the newspaper archive, notary services, and Big Read vs. Community Read where it was decided to support the staff and its decision to choose their own book instead of continuing with the National Big Read program.

The library is still researching the cost vs. use of A/V materials and waiting on an update from Matthews about the Mobile Library. Ms. Helsabeck also highlighted library programs, the Discovery Guide, and special programs.

V. UNFINISHED BUSINESS

None.

VI. NEW BUSINESS

- A. Form of Motion – Expenditure Approval Report for December 20, 2022.** The Expenditure Approval Report as of December 20, 2022 was presented. Cheryl Predmore moved to approve the December 20, 2022, expenditure approval report in the amount of \$121,874.81. Megan Duesterhaus-AuBuchon 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	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Ben Uzelac	yes		

The motion carried with nine yes votes, zero no votes, and none absent.

Additional Discussion on Expenses. Ms. Helsabeck raised the issue that because of our current system of paying bills/running checks once a month the library is running into the issue of receiving the next month's invoice before the current one is paid.

The board raised the question of are we allowed to write checks more frequently in a month and/or set up automatic withdraw payments to avoid confusion in statements and avoid the accrual of fees. It was brought up by Clarice and Megan to check in with our policy on paying bills and discuss in Finance Committee to discover and discuss a possible solution.

VIII. PUBLIC COMMENTS

No additional comments.

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

Board moved into Executive Session.

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

Meeting Adjourned at 8:00PM.

Respectfully submitted,

Amanda Griesbaum

**Quincy Public Library
Board of Trustees Meeting
Executive Session
January 10, 2023
Open Minutes**

The executive session of the Quincy Public Library Board of Trustees was called to order at 7:00 p.m. on Tuesday, December 20, 2022, with Dean Lavelle presiding. Trustees present: Angela Kettelman, Lena Jones, Harry Ruth, Cheryl Predmore, Clairice Hetzler, Megan Duesterhaus-AuBuchon, Jon Hoover, and Ben Uzelac. Others present: Kathleen Helsabeck, Amanda Griesbaum, Jess Givens, and Joe Duesterhaus.

“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).”

Executive Session was moved to adjourn by Cheryl Predmore. Seconded by Angela Kettelman. Motion carried.

Meeting Adjourned at 8:00PM.

Respectfully submitted,
Amanda Griesbaum