

**Quincy Public Library  
Board of Trustees Meeting  
March 14, 2023  
Minutes**

The regular meeting of the Quincy Public Library Foundation Board of Trustees was called to order at 6:00 p.m. on Tuesday, March 14, 2023. Trustees present: President, Dean LaVelle, Clairice Hetzler, Cheryl Predmore, Jonathan Hoover, Lena Jones, Angela Kettelman, Harry Ruth, and Barb Girouard. Trustees Absent: Ben Uzelac and Megan Duesterhaus-AuBuchon. Others present: Executive Director, Kathleen Helsabeck and Jess Givens.

**I. PUBLIC COMMENTS**

Friends of the Library had a table at the Symphony Chorus, which included calendars and display for Banned Book Club. Due to its success, they will do this again in April for Round Table, where history books will be sold. Fliers are out to the public now for the April Book Sale on the 20<sup>th</sup> - 22<sup>nd</sup>. Outreach is in attempt to extend locations for book drop off as well.

**II. PRESIDENT'S REPORT**

No report from the President currently.

**III. DIRECTOR'S REPORT**

Kathleen welcomed Zachary Terstriep as the new part time maintenance technician and announced Corrine Freier's retirement. Her last day will be Friday, March 17, 2023.

Kathleen informed the Board of the Team Leads' trip for RSA Day, and that QPL Day will be held on April 14, 2023. QPL is Consulting Group.

FOL memo – discussion of FOL investing in stock market, to work with MWB foundation, FOL will not help fund HVAC, lowered HVAC request, new request for YA program.

Dean confirmed that QPL will be replacing the staff room furniture for newer quality products. Kathleen wants to have meeting with an accounting firm by end of this current fiscal year to move along the decision of potential accounting services. Cheryl mentioned that the velocity in the onboarding process with a new firm may be longer than we expect and to remember this going forward.

**IV. UNFINISHED BUSINESS**

Kathleen informed the Board that City IT will have to help with setting up ACH for current accounts payable processes. Dean would like to see this process happen in the near future and Kathleen stated that the bank said it could take a week or two to fully process once all is in motion. She will follow up with finance committee to further confirm this process and how to move forward.

**V. NEW BUSINESS**

**A. Form of Motion – Expenditure Approval Report for February 28, 2023** – The Expenditure Approval Report was presented. Cheryl moved to approve and Clairice seconded. A roll call vote was held with the following results:

Dean: Yes	Lena: Yes
Cheryl: Yes	Harry: Yes
Angela: Yes	Clairice: Yes
Jonathan: Yes	Barb: Yes
Ben: Absent	Megan: Absent

#### V. EXECUTIVE SESSION

The executive session of the Quincy Public Library Board of Trustees was called to order at 6:50p.m. on Tuesday, March 14, 2023, with Dean Lavelle presiding.

Cheryl moved to approve the budget and to be added into the Board Packet and Clairice seconded.

Harry motioned to adjourn the executive session and Cheryl seconded. The meeting was adjourned at 7:40p.m.

Lena Jones made a motion to adjourn the meeting and Clairice seconded.