

**Quincy Public Library
Board of Trustees Meeting
Tuesday, April 11, 2023
Minutes**

The regular meeting of the Quincy Public Library Foundation Board of Trustees was called to order at 6:01 p.m. on Tuesday, April 11, 2023. Trustees present: President, Dean LaVelle, Clairice Hetzler, Jonathan Hoover, Angela Ketteman, and Harry Ruth. Trustees Absent: Lena Jones, Cheryl Predmore, Ben Uzelac, and TQ Liaison, Christa Johnson. Others present: Executive Director, Kathleen Helsabeck, and Jess Givens.

I. PRESIDENT COMMENTS

Dean suggested a future idea for the Library to be renovated with the request of a bond. Ideas he suggested included moving the Children's Department back in basement area, and to have the bridge put back in. He also suggested the idea of solar panels to reduce power consumption, and because the roof potentially has enough space for such an install.

II. PUBLIC COMMENTS

FOL Representative, Geri Grawe, mentioned that the wording in the board packets from Kathleen to the board for the January Minutes regarding QPL attendance at their December meeting did not properly relay her message, so she clarified that further for better understanding. Geri also wanted to mention to the board that FOL was not contacted regarding their MOU, and would prefer further inclusion and open discussion on matters like this moving forward.

Geri wanted to further clarify as well the value of furniture vendors that FOL suggested for the Library staff break room update.

III. RECOGNITION OF CORRESPONDENCE AND PATRON COMMENTS

Denman Elementary School's Miss Krykette's class sent a Thank You to our Children's Librarian, Bill Waters. They wanted to thank him for touring them through our library, and for providing bookmarks and pencils. The thank you note was signed by the students.

The library received 4 separate donations in memory of Steven Muir, who recently passed away. He was a volunteer for the FOL bookstore and a regular patron of the library. Each note sent with the donations specified how important the library was to Steven.

The Library of Congress sent an official thank you letter to Lauren Cunningham in the reference department for donating *St. John the Baptist Church (Quincy, Illinois) 1986 Yearbook and 1880-1980 Centennial*, as it was selected for addition to the Library's General Collections.

II. DIRECTOR'S REPORT

Kathleen welcomed Dylan Johnston as the new Outreach Specialist, and announced that LeAnne Balzer is retiring after 6 ½ years with the library. Her last day will be April 28, 2023.

Economic Interest forms are due May 2023 and were provided to the board for completion. They will be returned to Jess in the administration office to be turned in to the count clerk's office on Friday, April 28, 2023.

HVAC is still being worked on with the itouch/computer and will start next on the air handler. Jeffrey Conte from the city will do a walk through with Will and Kathleen when the project is complete. Sheri in the Comptroller's office provided a budget document for review from the city budget book. Since the library has not paid for the HVAC project so far, it is put into next year's budget.

The hiring for the Mobile Library Coordinator is planned to be hired in May. This person will work in circulation for the summer, attend community events, and develop the program.

The Tracy Family Foundation has agreed to give \$25,000 now, and if we raise another \$25,000, they will donate another \$25,000.

Libations for the library is in full swing. This year's committee consists of MWB members Angela Ketteman, Jill Arnold Blickhan, and Bill Stalder. Sponsorship requests have been sent out and we have procured items for the silent auction. The event will be made public April 14, 2023 and tickets will start to be purchased then.

IV. NEW BUSINESS

Dean informed the board he will send recommendations for nominees for Nominating Committee Appointment. He also requested committee reports each month by each committee to be recognized on the agenda.

Finance: Megan motioned to approve the Expenditure Approval March 31, 2023 Report in the total of \$85,405.80, Angela seconded, and the motion carried. The roll call is as follows:

Harry: yes	Megan: yes
Jonathan: yes	Clairice: yes
Angela: yes	Dean: yes
Cheryl: absent	Ben: absent
Lena: absent	Christa: absent

V. PUBLIC COMMENT

Geri concluded her public comment by informing the board that FOL successfully raised \$5000 for Summer Reading, \$5000 for Community Read, and \$4000 for Mental Health. They also will be funding the Staff Appreciation Bowling night, a pizza lunch, and new water bottles.

VI. EXECUTIVE SESSION

Megan motioned to go into Executive Session at 6:29 p.m., Angela seconded, and the motion carried. The roll call is as follows:

Harry: yes	Megan: yes
Jonathan: yes	Clairice: yes
Angela: yes	Dean: yes
Cheryl: absent	Ben: absent
Lena: absent	

Clairice reported on the personnel committee meeting and results of the Director's evaluation. She explained the 2 year coaching program paid for by the Tracy Family Foundation. Salary of director was also discussed.

Angela moved to approve what was discussed during executive session and Megan seconded. Harry then moved to come out of executive session at 7:08 p.m. and Jonathan seconded this motion. The meeting was adjourned at 7:10 p.m.