

**Quincy Public Library
Board of Trustees Meeting
Tuesday, August 8, 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, August 8, 2023. Trustees present: President, Dean LaVelle, Clairice Hetzler, Cheryl Predmore, Jonathan Hoover, Lena Jones, Angela Ketteman, and TQ Liaison Barb Girouard. Trustees Absent: Ben Uzelac, Harry Ruth, and Megan Duesterhaus-AuBuchon. Others present: Executive Director, Kathleen Helsabeck and Jess Givens.

I. APPROVAL OF AGENDA

Angela Ketteman moved to approve the consent agenda for the meeting and Clairice Hetzler seconded. The motion carried.

II. FRIENDS OF THE LIBRARY

Geri Grawe informed the board that the Half Off Book Store Sale made \$2200 in sales. Secondhand Prose also had a customer mention that they come to the library so they can visit the store because they always enjoy their visit.

Geri then reminded Kathleen and the board that programming is more than welcome to ask for volunteers for programming events and canvassing to be more involved in volunteering for the library and to be more involved in Community Read.

III. DIRECTOR'S REPORT

Kathleen informed the group that the library will participate in a strategic planning process with Debbie Reed through the Nonprofit Excellence Initiative. The date is still being determined but will have two half days.

Regarding the Mobile Library, Kathleen let the board know that the vehicle that is currently in the engineering stages is longer in the front than the old one was, so we have to remove some concrete from the garage for a proper fitting.

Statistics in attendance has decreased since last year and this was discussed among the members.

Kathleen then began telling the board about Keynelink, which is a staff development software. This has been rolled out to a few staff members in the past few months and will extend to the rest of the staff soon.

The staff were asked to report what they feel great about and the results were as follows:

Bigger presence and more awareness in the community

Social media engagement is higher

Increased adult program attendance

Outreach presentations to senior living institutions have grown the program from 100 to 144 patrons in the past 6 weeks

Excited to rethink the library being more than books and how to be a reference point in the community

Creating more user-friendly organization of materials

IV. PRESIDENT’S COMMENTS

QPL Board President Dean LaVelle shared an experience regarding running into a local patron that heavily advocated for Quincy Public Library as she happened upon him enjoying a book while sitting in a restaurant. She told him that her family goes to the library every week to participate in programs and check out materials. He concluded by congratulating Kathleen Helsabeck and her staff on creating such a warm and welcoming environment.

V. NEW BUSINESS

Angela Kettelman motioned to approve the Expenditure Approval List for July 17, 2023, in the total amount of \$101,014.40. The original figure was \$101,822.40 due to an error that has been corrected. Cheryl Predmore seconded the approval of the correct figure and the motion carried. The roll call results for the vote are as follows:

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

A form of motion for readopting the Board Protocol and Policy was presented to the board. Lena Jones motioned to approve the policy and the motion was seconded by Clairice Hetzler. The motion then carried.

A form of motion for amending the Employee Handbook to reflect language protecting employee notaries in potential legal encounters. Clairice Hetzler motioned to approve the amendment and Angela Kettelman seconded. The motion carried.

Changes to be made to the consent agenda was discussed and board members voiced that it should stay the way it is.

VI. PUBLIC COMMENTS

Geri Grawe from Friends of the Library told Kathleen and the board that her and her husband very much enjoyed participating in the Summer Read programs that she said were so well thought out.