

**Quincy Public Library
Board of Trustees Meeting
Tuesday, November 14, 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, November 14, 2023. Trustees present: President, Dean LaVelle, Megan Duesterhaus-AuBuchon, Jonathan Hoover, Angela Kettelman, Seth Klusmeyer, Clairice Hetzler, Cheryl Predmore and Harry Ruth. Others present: Executive Director, Kathleen Helsabeck and Jess Givens.

I. CONSENT AGENDA

Megan made a motion to approve the November 14, 2023, Consent Agenda and Clairice seconded. The motion carried and the agenda was approved.

II. MEETING MINUTES

Megan moved to approve the October 10, 2023, meeting minutes and Clairice seconded. The motion carried and the minutes were approved.

III. FRIENDS OF THE LIBRARY

Gerri Grawe reported \$3,200 profit from the book sale in October. She also informed the board that this month, cookbooks and craft books are half price and Christmas and Christianity books will be half off in December. Friends of the Library members are also volunteering with library staff on Community Read.

IV. DIRECTOR'S REPORT

Kathleen reported to the board that KeyneLink onboarding has begun in the children's and reference department, and highlighted the Tech Services staff and their duties.

Kathleen also reminded the board of the upcoming stat planning on Friday, December 1 and Saturday December 2 at The Knowledge Center.

Kathleen then informed the board that the Friends of the Library annual Christmas dinner will be held Monday, December 11, 2023, at noon at the Holiday Inn.

Additionally, a request was made to TMI for an annual maintenance agreement. Once the library receives an agreement, a building and grounds committee meeting will be called to discuss and recommend it to the full board.

V. NEW BUSINESS

Cheryl motioned to approve the Expenditure Approval Report for October 20, 2023, and Megan seconded. The roll call vote was as follows:

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

A form of motion to approve rescheduling the regular board meetings from the second Tuesday of each month to the third Tuesday of each month. The purpose of this discussion is so the board packets can go out to the board a week prior to the meeting. This is not feasible if the meetings are on the second Tuesday, as not all statistical figures are available until after the first week of each month. Also discussed is a potential adjustment to the TQ Board Meeting schedule as well considering that the QPL meetings are reported on at TQ meetings.

A form of motion to approve a letter to the mayor regarding a budget increase levy was proposed and was tabled until next month for further discussion.

Cheryl left the meeting at 6:45 p.m.

Harry made a motion to approve the 2024 Holiday Schedule and Clairice seconded the motion.

EXECUTIVE SESSION

Harry motioned to go into Executive Session at 6:50 p.m., Angela seconded, and the motion carried. The roll call is as follows:

Jon: yes	Megan: yes	Ben: absent
Harry: yes	Clairice: yes	Lena: absent
Dean: yes	Angela: yes	

Angela motioned to come out of Executive Session at Left executive session at 7:09 p.m., and Megan seconded.

There being no further discussion, the regular meeting adjourned at 7:13 p.m.