

**Quincy Public Library
Board of Trustees Meeting
Tuesday, February 20, 2024
Minutes**

The regular meeting of the Quincy Public Library Foundation Board of Trustees was called to order at 5:59 p.m. on Tuesday, February 20, 2024. Trustees present: Dean LaVelle, Clairice Hetzler, Angela Ketteman, Jon Hoover, Harry Ruth, and Megan Dusterhaus-AuBuchon. Others present: Brandy Willer of Wade Stables, Kathleen Helsabeck, and Jess Givens

- I. WADE STABLES QPL AUDIT APRIL 30, 2023
Brandy Willer presented to the board the April 30, 2023, Audit Report from Wade Stables. The Independent Auditor's Report stated that a clean audit was recorded. In total assets, the library clocked a total of \$9.7M, which is a decrease from last year. Brandy also recommended that we start providing monthly reconciliations to the board and have them signed off on by the board treasurer, as well as monthly journal entries.
- II. CONSENT AGENDA AND MINUTES
Harry requested the finance committee report not be included in the consent agenda and so it was removed. Megan moved to approve the agenda without the finance report, Clairice Hetzler seconded, and the motion carried.
- III. FINANCE COMMITTEE REPORT
Finance met with Jeff Mays and Sheri Ray on February 26, and discussed the new process stated in the local library act which means the library board sets the levy request, the city collects and deposits the funds into a library fund. The city recommended the library board present to the city finance committee.
The board then discussed various information and figures that further prove the necessity for the requested budget. Along with providing supporting figures and summary of the validity of a request in increase, Kathleen will try to remind the city of the value in investing in the library.
- IV. PRESIDENT'S COMMENTS
Dean encouraged all board members to attend the strategic planning at the end of the month and voiced the importance of board participation. He also informed the board of the attendance of the Beauty and the Beast puppet show in the children's department two weekends ago that was recorded at 82 people in attendance and 214 people in the Ultimate Brick Show program over this past weekend.

V. FRIENDS OF THE LIBRARY

Ken Grawe announced to the board the success of the new Seed Library that they helped fund and set up. Last month, \$2,222 was made in the bookstore, making their total available funds come to \$54,000. \$8,642 dollars was made out to QPL for new computers, seed library, and switches. Also informed the board that the FOL Book Sale is now scheduled for April 25 – 27.

VI. CORRESPONDENCE AND PATRON COMMENTS

Ray Thomas of Portland, Oregon wrote an article to Muddy River News in support of the Mobile Library. He learned from a friend of his in Quincy that effort was underway to reinstate the book mobile, and he was surprised to learn how long it had been that we were able to offer that service again to the community. In addition to promoting the Mobile Library in his article, he went on to discuss the importance of donating to positive causes in your community. He also made his own donation to the project. QPL received \$20,000 from a donor for the Book Mobile Project and \$4,500 for the Summer Reading video.

VII. DIRECTOR'S REPORT

There were four days in the month of January where the library closed due to weather and needed maintenance to the HVAC system. QPL received some complaints about the communication of those last-minute closures. We will continue to alert the media better in the future.

A property appraisal visit will be occurring soon. Additionally, the library completed an IT audit that came back with clean results. Overall, QPL exercises an impressive level of security with our procedures.

Strategic Planning is scheduled for February 29 and March 1, at Chaddock Knowledge Center. Those invited to attend were the entire QPL board, Jennifer Harvey and Syndi Peck of the TQ board, QPL staff team leads, Young Adult Librarian, Marketing, Administration, and Director.

Gina, the Mobile Library Librarian, has applied for the Quincy Service League Grant. Matthews has no specific update regarding the production timeline of the bus but they are still looking at quarter 2 to begin.

All employees are now onboarded with Keynelink with primary job responsibilities and goals input into the program.

Currently, the financial statement shows QPL has spent more than what was received in revenue because the city still owes a total of \$659,956 to the library. Some of that was expected to be received in November in the amount of \$200,000. Kathleen has informed the city of this record.

The budget for FY24/25 will be submitted to the comptroller's office by Friday, March 8, 2024. April will begin the readings of the budget and will be approved at the final reading to be adopted May 1, 2024.

Kathleen then discussed with the board her idea for this year's fundraiser. We are looking at a Friday in May to celebrate 60 years since the building was constructed and a celebration of all our donors.

VIII. V. NEW BUSINESS

Expenditure Report

Megan motioned to approve the Expenditure Approval Report for January 2024, Report and Angela seconded. The motion carried and the roll call was as follows:

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

Notary Policy

The board then reviewed the amendments draft of the notary policy and discussed further research of some of the language. Angela made a motion to approve the amended policy after the language was further clarified and Megan seconded.

Approval of the FY24/25 Budget

Clairice motioned to approve the 24/25 budget and Angela seconded. The motion carried and the roll call was as follows:

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

Form of Motion – Approval of Audit Report

Megan moved to approve the audit report and Angela seconded resulting in a carried motion.

Form of Motion – Approval of Credit Card Increase

Angela motioned to approve the increase in credit card limits. Megan seconded and the motion carried.

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

Form of Motion – Approval of Cashing 13-Month CD

Harry made a motion to approve QPL cashing out our 13-month CD. Clairice seconded the motion and it carried.

Cheryl: absent

Jon: yes

Megan: yes

Harry: yes

Clairice: yes

Lena: absent

Dean: yes

Angela: yes

Ben: absent

Dean stated the board would not be going into executive session. There being no further topics of discussion, Dean LaVelle moved to adjourn the meeting at 7:13 p.m. and Megan seconded.