

**Quincy Public Library  
Board of Trustees Meeting  
Tuesday, April 16, 2024  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, April 16, 2024. Trustees present: Dean LaVelle, Clairice Hetzler, Angela Kettelman, Lena Jones, Harry Ruth, Jon Hoover, Megan Duesterhaus-AuBuchon, and Kelly Mays.

Others Present: Mayor Mike Troup, Kathleen Helsabeck and Jess Givens.

Absent: Ben Uzelac and Cheryl Predmore.

OATH OF OFFICE

Mayor Troup presented the Oath of Office to the new board member Kelly Mays which serves as the aldermanic representative to the Quincy Public Library Board. Dean welcomed Kelly to the board and introductions were made by all the board members.

CONSENT AGENDA & MEETING MINUTES

Megan made a motion to approve the consent agenda and March meeting minutes. Angela seconded and the motion carried.

FRIENDS OF THE LIBRARY

Geri Grawe introduced herself to new board member, Kelly Mays. She shared that the Friends donated approximately \$30,000 to the library last year, and that the Friends of the Library consists of 112 members currently. Secondhand Prose Bookstore operates on about active 30 volunteers

At Monday's FOL meeting, the Friends were approved to purchase hand fans for the upcoming Dogwood Parade, t-shirts for staff who will be in the parade, and 4 new chairs for the lobby.

The Friends are also prepping for their April Book Sale on Thursday, April 25 through Saturday, April 27.

DIRECTOR'S REPORT

Kathleen informed the board that QPL Day will be held on Friday, April 19 for a day of learning and education with all requests coming from staff. Staff will have an IMRF presentation, training on service animals and patrons with health/substance abuse, service awards, emergency preparedness, new website training, and the day will end with a scavenger hunt.

First grade classes from private and public schools attended the library over the last 3 weeks for a tour, experiencing how a book is processed in tech services, and participated in a dance program in the large meeting room. Each student also received library programming fliers, a Dr. Seuss bag, and a free book.

Our first month of Little Library Van Visits was a success, with 53 total participants at 8 daycares, and 66 items checked out. Three different providers said this program was perfect because they have too many children in their care to get them to the library for a story time, and it was exactly what they needed.

This year, Natascha wrote a grant to create a video of summer reading that has been filmed and we are excited to share it with schools and on social media.

Kathleen also informed the board that we now have 4 notary publics on staff and are just waiting for final confirmation to offer notary services to the community once again. Hopefully we will be able to start offering that service in May.

Kathleen also let the board know that the Friends of the Library has generously donated funds to run a Love Your Library Campaign on social media. Madeline put together great advocacy posts on our social media and sent an email to all of our 18,000 card holders to write their aldermen sharing their positive experiences with the library. Overall, we have great support from our community.

National Library Week was April 7-13, and the proclamation was read by the mayor at the city council meeting on Monday, April 8, 2024.

Kathleen then discussed with the board the Nonprofit Excellence Initiative leadership program for nonprofit executive directors. She attended phase one wrap up in March and received the first grant award. Additionally, Kathleen also attended the Illinois State Library Advocacy Committee meeting in Springfield on March 28.

Kathleen personally thanked Megan Duesterhaus-AuBuchon for recommending Land of Lincoln to the library. Clarissa from the East St Louis office stated that she would like to have limited weekly hours at the library to assist the community.

QPL will host Rotary on April 23. Unfortunately, Jessica Barnes from Explore More Illinois program from RAILS could not attend because of the date change, but a program and tour will still be provided by Kathleen. Finally, all the staff have been onboarded to Keynelink for goal tracking and evaluation of responsibilities.

#### FY24/25 BUDGET REVIEW

Kathleen shared with the board the updates over the last few weeks with the budget process. Kathleen reported that the day before she presented the library's budget to the city council. Jeff Bergman and asked questions about salary comparisons from last year. Mike Rein asked about the per capita grant and MWB funding to the library. Mike appreciated the presentation and clear justification on request and needs. Kathleen shared that there is talk that Jeff Bergman will propose an amendment to reduce the requested increase. Next Monday, April 22 will be the vote on the budget including the library's budget. Kelly shared she appreciated the presentation and stated there has been some confusion on the salaries and the increase to the salary line. Kathleen stated since the percentage was 12% it was thought it was the amount of the increase. Kelly stated that Sheri reported the 12% occurred in the current year and is not expected to increase for FY25. Kathleen stated yes, that is correct the increase in the salary line is for a position that was inadvertently not added to the FY24 budget but is a current position, and a full time and part time position for the mobile library.

#### EXPENDITURE APPROVAL LIST

Angela presented the expenses of \$111,637.42. Dean shared that he thought that QPL just paid Orange Boy a few months ago and wondered why the invoice came up again so soon. Kathleen stated that would be looked into. Angela made a motion to approve the expenditure report for March 2024, with the exception that we look into the status of our Orange Boy account currently. Lena seconded and the motion carried.

Roll call as follows:

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

NOMINATING COMMITTEE

Dean appointed Megan, Clairice, and Harry as the nominating committee with Clairice as the chair. This committee will recommend to the board a new a new slate of officers and make a recommendation if there are any board vacancies.

NEW LOGO 2024

Kathleen presented to the board the design for the new logo and branding that was created by Library Market and QPL staff. The design was integrated into store merchandise and is being integrated into the new library website. Some board members voiced dissatisfaction with the results and felt they should have been more involved in the finalization of the design. Megan suggested having it reviewed by another company. Dean suggested the company Infinity here in Quincy. Clairice suggested adjusting the design with the help of professionals in graphic design, but not to disregard ideas of the staff.

The board decided at this time to not roll out the new logo design and look into making some changes before final approval.

EXECUTIVE SESSION

Megan made a motion to enter into executive session at 7:23 p.m. to discuss the annual Director’s Evaluation. Clairice seconded and the motion carried. The roll call was as follows:

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

There being no further discussion, Angela made a motion to adjourn the meeting and Megan seconded. The motion carried and the meeting was adjourned at 8:00 p.m.