



QUINCY PUBLIC LIBRARY

526 Jersey St. • Quincy, IL 62301 • (217) 223-1309 • quincylibrary.org

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

The meeting of the Quincy Public Library Board of Directors was called to order at 6:00 p.m. on Tuesday, August 20, 2024, by Board Vice President Lena Jones. The roll call was as follows:

Jon:	absent	Clairice:	present
Lena:	present	Dean:	absent
Megan:	present	Kelly:	present
Cheryl:	present	Harry:	present
Scott:	present		

Present: 7 Absent: 2

Others present: Kathleen Helsabeck and Jess Givens.

I. AGENDA

Megan made a motion to approve the agenda with changes to be made to the finance documents that will be discussed during the expenditure approval discussion. Cheryl seconded and the motion carried.

II. PUBLIC COMMENTS

Reference Librarian, Lauren Cunningham informed the board that the Illinois Holocaust Museum sent over a virtual reality trunk for the library to use during the month of August. Patrons can reserve a time to use and learn about the Holocaust with the modern technology of virtual reality. Lauren reported that 33 patrons had reserved and experienced the material already and 24 current reservations for future appointments. She also reported that there were 8 upcoming scheduled groups with a total expected attendance of 18.

III. PRESIDENT'S COMMENTS

Lena spoke on President's comments and stated that Natascha attended their church for the QPL: On-The-Go program where she put on a story time for the children. She thanked the library and Natascha for her time and service.

IV. FRIENDS OF THE LIBRARY

Geri Grawe reported to the board that the bookstore brought in \$2,360 in revenue for the month of July. She also mentioned that the bookstore received a lot in donations for the month of July as well and their half off sale brought in a lot of business.

V. RECOGNITION OF CORRESPONDENCE AND PATRON COMMENTS

A patron left a comment in the suggestion box to have more volunteer opportunities. Kathleen has reached out to JWCC and QPL staff to discuss where this may be necessary.

Another patron mentioned not knowing about the Book It and Beer deadline for prize tickets. The deadline was posted on Facebook, so this patron must have missed it.

Additionally, a patron left a comment in the box with a complaint about a negative experience with a staff member. This issue has been addressed.

On a more positive note, Elivia in Reference received a glowing compliment about how well she presents herself to the public and our patrons, how helpful and delightful she is, and that she is a great asset.

Finally, one of our younger patrons left us a note letting us know that she loves doing the activities that we offer and that she loves to read.

VI. DIRECTOR'S REPORT

Kathleen informed the board that Karin from Tech Services has accepted a full-time outreach specialist position, and Aurie from Circulation has replaced her in Tech Services. We have also added Coraline Riley to our team to replace Aurie in Circulation, and Kathleen is still in the process of recruiting an Assistant Director.

The Summer Read Program had about 1,700 participants this year and Kathleen presented the report for the board to review.

Kathleen reported that the library has seen an uptick in homeless patrons recently. The Kroc Center does continue to be a cooling center but has now changed only during excessive heat warning/advisory days. Amanda Erwin with the YMCA has asked any of the social services if they would be interested in being at the library one day a week like she did last year.

The Dolly Parton Imagination Library program is where kids 0-5 can receive a free book each month. Patrons can sign up online for \$26 for the entire year. United Way of Adams County has received a grant from the Tracy Family Foundation for sponsorship. QPL will partner with United Way to host a launch on Saturday, September 7, 2024, from 10am-12pm. The program will consist of a puppet show, a guest story reader, information about the program, the library, refreshments and sign up.

Tech Services reported 901 books and AV items were ordered in July, and 921 items were cataloged and added to the collection including books, audiobooks, videos, and Nintendo Switch games.

Outreach is coordinating outreach events such as participating in Farmer's Markets and the Quincy Neighborhood Federation Back to School Fair. Carrie and Gina will visit 12 daycares monthly from September – November, and Carrie just instructed her first CPR/First Aid/AED certification class for 4 QPL staff members using grant funded equipment. Additional trainings will be offered to QPL staff who want to be certified.

The Reference department just started with Virtual Illinois Holocaust Museum tours in the Illinois Room. The virtual tours started August 9 and it will be here until August 24. Those interested in the experience can contact our Reference Librarian, Lauren at lcunningham@quincylibrary.org.

Big Read Kick-off will be on Thursday, September 19, at 6pm at Washington Park. The library will close at 5pm that evening and the children's department will also have their program in the park.

The Children's department is taking a brief break this month with the wrap of summer reading. They will be prepping for upcoming puppet shows and brainstorming new program additions to the monthly calendar.

The Friends of the Library purchased new tables and chairs for the lobby and for the children's department in the craft corner. They also purchased new monitors for all the patron computers this spring and two new children's computers.

VII. UNFINISHED BUSINESS

Megan made a motion to approve the Strategic Plan for FY25/27. Clairice seconded and the motion passed.

Clairice made a motion to approve the Illinois Presents document. Megan seconded and the motion carried.

Harry made a motion to approve the notice of public meetings. Kelly seconded and the motion passed unanimously.

Clairice made a motion to approve the new fiscal year's committee list. Megan seconded and the motion carried.

Kathleen presented to the board the Non-profit Roadmap Survey through the Non-profit Excellence Initiative. Clairice reminded the board that last year only half of the board members completed the survey, and this year each trustee should try to make time to participate in those results to increase the score for the library. The Tracy Family Foundation has provided this survey as a tool to receive regular feedback from boards, and Kathleen would like for the board to collectively discuss the pillars of the survey monthly. The pillars the board discussed were well designed and well implemented programs and strategies, and disciplined, people-focused management. Pillar 1 specifically was regarding courageous and adaptive Executive and Board leadership.

Kelly inquired about how exactly we appoint new board members and what that process looks like. Clairice responded by telling her the Nominating Committee meets to discuss candidate name ideas, and those choices are then presented to the mayor. Mayor Troup then makes the final decision on who is to be appointed as a board trustee. Megan mentioned that anyone who is qualified and interested in becoming a board member can also apply to be considered for nomination. Kathleen also pointed out that since Clairice and Dean's terms were technically expired in July, the mayor had the option to remove them as trustees and added two more. The board is only involved in the process in terms of suggestions and discussion.

Kathleen reminded the board that she still has to complete the orientations for Kelly and Scott, where guest speakers from RAILS will attend a zoom call to speak with the new trustees.

VIII. NEW BUSINESS

Megan made a motion to approve the expenditure approval list. Cheryl seconded and the motion passed. The roll call was as follows:

Jon:	absent	Clairice:	yes
Lena:	yes	Dean:	absent
Megan:	yes	Kelly:	yes
Cheryl:	yes	Harry:	yes
Scott:	yes		
Yes: 7 Absent: 2			

Megan made a motion to approve the Board Protocol expectations document that is reviewed annually. Kelly seconded and the motion was passed unanimously.

A Feasibility Study for the Mobile Library to have a garage installed to the building was presented to the board to be approved. This matter was tabled for further discussion amongst the Buildings & Grounds committee.

Megan stated that she asked Kathleen about the cash flow and expenses of a few budget lines. Kathleen assured the board that cash flow is good, and the library did receive a large payment from the city on August 1 that was not reflected in the finance report. Megan made a motion to approve the financial documents. Scott seconded and the motion carried.

IX. PUBLIC COMMENT

Geri Grawe informed the board that the Bug Eating program Rachele put on was a huge success and was such a fun experience for everyone in attendance, and just wanted to make sure the board was aware of her always going above and beyond with her programming and creativity.

X. ADJOURNMENT

There being no further discussion, Harry made a motion to adjourn the meeting. Kelly seconded and the motion carried. The meeting was then adjourned at 7:17 p.m.