

Townships of the Quincy Area Public Library District
Meeting
Thursday, July 11, 2024
Minutes

The meeting of the Townships of the Quincy Area Public Library District Board of Directors was called to order at 5:32 p.m. on Thursday, July 11, 2024, by President, Jennifer Harvey. Trustees present were Christa Johnson, Seth Klusmeyer, and Syndi Peck.

Others present: TQ Legal Representative, William McCleary and Assistant to the Executive Director, Jess Givens.

Absent: Executive Director, Kathleen Helsabeck, TQ Treasurer, Pam Clow, and Vice President, Phyllis Robertson.

I. AGENDA

Jen informed the board that the Friends of the Library agenda item has been removed, as they report during public comment. Christa made a motion to approve the agenda with that adjustment. Seth seconded and the motion carried.

II. ANNUAL MINUTES:

Christa made a motion to approve the minutes from May with the change that reflects Pam as Treasurer and not Syndi. Seth seconded and the motion carried.

III. MINUTES

Christa made a motion to approve the minutes from May. Seth seconded and the motion carried.

IV. PUBLIC COMMENT

There were no public comments at this time.

V. DIRECTOR'S REPORT

The director's report was included in the board packet for informational purposes.

VI. FINANCE

TQ Finance Committee met on June 20 to discuss and prepare the budget for the new fiscal year. Bill made suggestions for changes to the collection development, membership, and conference budgets. The minutes for this meeting were included in the board packet for review.

There were two payments to Schmiedeskamp, Robertson, Neu & Mitchell and one payment to O'Brien Insurance totaling to \$2,299.58 in expenses to be approved. Christa made a motion to approve the payments and Seth seconded. The roll call was as follows:

Jen:	yes	Pam:	absent
Christa:	yes	Phyllis:	absent
Seth:	yes		
Syndi:	yes		

- VII. QPL POLICY COMMITTEE
The Policy Committee met to discuss the current Intergovernmental Agreement between QPL and the city.
- VIII. DECENNIAL COMMITTEE
Jennifer reported to the board that the Decennial Committee meetings have concluded, and she will write up the report.
- IX. NOTICE OF SCHEDULE OF PUBLIC MEETINGS
Bill made suggested reformatting the meeting dates to reflect the order of the fiscal year as opposed to calendar year. Jess will make these changes to be posted.
- X. PRESENTATION OF BYLAWS AMENDMENT
Seth made a motion to approve the amendments to the bylaws that reflect the new annual meeting dates. Syndi seconded and the motion carried.
- XI. PRESENTATION OF FIFTH AMENDMENT CONTRACT
The contract to be approved was tabled until the next meeting to discuss further with Kathleen.
- XII. FORM OF MOTION – FY 24/25 BUDGET
The board discussed options for the surplus in the budget of \$18,523.28. They decided to move \$12,000 from said surplus to the collection development fund and make no other changes. Seth made a motion to approve the budget for FY 24/25 with the discussed changes. Christa seconded and the motion carried.
- XIII. COMMITTEE APPOINTMENTS
Christa made a motion to keep all committee appointments as is and to make no changes. Syndi seconded and the motion carried. The committee appointments are as follows:

Finance:	Pam Clow
Policy:	Seth Klusmeyer
Public Relations:	Christa Johnson
Advocacy:	Christa Johnson and Pam Clow
Building & Grounds:	Christa Johnson
Personnel:	Seth Klusmeyer

There being no further discussion, Syndi made a motion to adjourn the meeting at 5:55 p.m. Seth seconded, and the motion carried.