

TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT

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Townships of the Quincy Area Public Library District Board of Trustees Meeting Thursday, March 14, 2024 Minutes

The regular meeting of the Townships of the Quincy Area Public Library District Board of Trustees was called to order at 5:30 p.m. on Thursday, March 14, 2024. Trustees present: Jennifer Harvey, Phyllis Robertson, Seth Klusmeyer, Christa Johnson, Barb Girouard. Others present: William McCleery of Schmiedeskamp, Robertson, Neu, & Mitchell, Executive Director, Kathleen Helsabeck, and Jess Givens. Absent: Pam Clow and Syndi Peck.

AGENDA

Barb made a motion to approve the agenda. Seth seconded and the motion carried.

MEETING MINUTES

Christa made a motion to approve the meeting minutes from December 12, 2023. Seth seconded and the motion carried.

PUBLIC COMMENT

Geri Grawe of the Friends of the Library reported to the board that in the month of February, FOL donated \$8,642.88 to the library for the Seed Library and Switch gaming equipment. The friends also approved a donation of \$5,449 for a Square terminal for the Reference department, and Summer Read prize baskets.

Geri also reminded the board that the friends are gearing up for their Spring Book Sale being held in the large meeting room at the library Thursday, April 25, through Saturday, April 27.

DIRECTOR'S REPORT

Kathleen recapped with the board the proactive turnout of the strategic planning that happened at the beginning of March where the board and staff collaborated on library advocacy, plans for the building and plans for funding.

TMI quoted QPL a total of \$20,314 for the HVAC iTouch computer system upgrade. Kathleen also learned that reasons for seeing an increase in electricity usage include air handlers now running during the day after being fixed, the building maintaining a stable climate setting, and heaters in the garage being used in the winter.

The board was then informed that QPL Day has been planned for Friday, April 19 and the staff will be engaging in training that involves customer service, emergency procedures, and training for the new website.

In the monthly update from Matthews Specialty Vehicles, their team stated we are still on track for delivery in Quarter 4 of 2024 and we should have an engineer assigned to our project soon. While we wait for the vehicle's arrival, Gina, our Mobile Library Librarian, and Carrie, our School Outreach Specialist, are conducting Little Library visits to licensed in-home daycare

providers so kids can browse books to be checked out by their daycares. During these visits, Gina and Carrie also conduct story times, and their visits have been well received. QPL is excited about the potential for the outreach department with this new program. Additionally, Kathleen discussed with the board the Love My Library Campaign details. Patrons are encouraged to reach out to the alderman in their ward, or the mayor, and tell them about their positive experience with the Quincy Public Library. In this way, our community will aid in the importance of maintaining the operational needs of QPL. The Love My Library Campaign is a result of the budgetary need of a \$375,000 increase to this upcoming fiscal year's levy request. The increase requested will cover wage increases and continued operating costs. In response, the board suggested scheduling more radio interviews to promote the campaign.

TQ COMMITTEE REPORTS

No committees met to report meeting discussions at this time.

Jennifer discussed with the board the status of TQ finances. She reminded the board of their decision in December to cut a 3-month contractual check to QPL after the new year. She signed a check to QPL for three months of their contractual amount of \$33,019.25, totaling in the amount of \$99,057.75.

She also shared the invoice from Schmiedeskamp and the invoice from the Herald-Whig for the Treasurer's Notice.

Phyllis made a motion to approve the discussed finances. Barb seconded and the motion passed.

UNFINISHED BUSINESS

The Decennial Committee discussed meeting every other month. Further discussion on the subject was tabled for the annual meeting in May to go along with discussions surrounding new fiscal year budget and bylaw amendments.

Red-lined bylaws regarding the adjustment of meeting schedules will be included in the May board packet for review and further discussion.

The new fiscal year's budget will consist of calculating the new monthly contractual payment from TQ to QPL, and will be an agenda item at the May annual meeting.

NEW BUSINESS

Kathleen presented to the board the Quincy Public Library Annual Certification for 2024 for informational purposes and for their records.

Kathleen also provided to the board the FY 2023 Annual Financial Report for review.

Additionally, the board was also provided for review a copy of the Illinois Public Library Per Capita and Equalization Aid Grant application.

The board discussed and appointed Christa, Phyllis, and Seth to nominate a new slate of officers as the nominating committee. The board then discussed the officers and will be approved at the annual meeting.

Phyllis made a motion to approve there being no TQ board meeting for the month of April. Christa seconded and the motion carried.

Phyllis made a motion to approve the date of the next TQ board meeting for Monday, May 20 at 5:30 p.m. Christa seconded, and the motion carried.

There being no further discussion, Seth made a motion to adjourn the meeting and Phyllis seconded. The motion carried and the meeting was adjourned at 6:06 p.m.