

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 21, 2018
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Monday, May 21, 2018, with Charlie Jones presiding. The meeting was called to order at 5:35 p.m. **Trustees Present:** Ron Upper, Malinda Vogel, Fred Witte, and Jennifer Harvey. **Trustees Absent:** Janice Riley and Susan East. **Others Present:** Nancy Dolan, Kim Akers, Bobbi Mock, Beth Young – QPL Liaison, and William McCleery – TQ Attorney.

I. APPROVAL OF AGENDA

Jennifer Harvey moved to approve the agenda as presented. Fred Witte seconded and the motion carried.

II. APPROVAL OF MINUTES

Ron Upper moved that the minutes from the April 12, 2018, meeting be approved as presented. Fred Witte seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

Beth Young from the QPL Board was welcomed to the meeting. A letter from Secretary of State Jesse White was received announcing the 2018 Per Capita Grant award amount of \$13,901.25. Nancy Dolan noted that TQ just received the 2017 Per Capita Grant funds and probably won't receive the 2018 funds until April of 2019. Two annexation notifications were received for 4100 Harrison and 4900 Columbus Road. It was noted that these two annexations were for the two new schools.

V. DISTRICT REPORTS

A. Circulation & Event Statistics Report: Nancy Dolan reported that the final fiscal year circulation statistics were down slightly from 2017/2018, but were steady overall. Patron registrations were up significantly over last fiscal year and ended the year with 16,317 total cardholders. She noted that the inactive cards are being purged more often to ensure an accurate count of active patrons. All of the digital services except ADML were up in April and all but Tumblebooks were up over last fiscal year. Database use fluctuated; Ms. Dolan noted that some low use databases are being canceled. April saw an average of 389 daily visitors to the Library.

B. Library Report: Nancy Dolan reported that the Library was a presentation site for the Ulysses S. Grant Symposium held on April 28. Over 170 people attended the sessions at the Library. The Library also hosted a Business Before Hours for the Quincy Area Chamber of Commerce on April 26 with approximately 40 Chamber members in attendance. More HVAC problems plagued the Library when the roof compressors failed once again just in time for the humid weather. On April 23, a group of exchange students from Herford, Germany, visited the Illinois Room to do research on the German migration to Quincy. Library volunteers were

honored in April with a pizza party for the Transitions delivery volunteers and treats for the Muddy River Herb Guild gardeners. Homebound delivery patrons were asked to contact their aldermen to advocate on behalf of the Library before the budget vote. Plenty of patrons contacted their aldermen, but some were afraid the service was being discontinued in light of the budget cuts. Patrons were assured the service would continue despite the cuts. The annual staff training day was held on April 27. In the morning, staff were educated on how to serve patrons on the autism spectrum. In the afternoon, staff participated in a panel discussion on accommodating homeless patrons and patrons with disabilities, and learned how to handle those patrons under the influence. Service awards were also presented to Sally Blackwell for 25 years, Will Matlick for 15 years, Sean Waters for 10 years, and Ruth Cuthbertson for 5 years.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Upper reported that the TQ Finance Committee met on May 14 to discuss reinvesting a CD that was due to mature on May 19. The CD was invested at Central State Bank at a rate of 1.84% for 30 months for a total of \$121,126.83. The committee initially agreed to reinvest \$60,000 in a short-term CD and \$60,000 in a CD at Edward Jones, and possibly invest \$60,000 from the checking account in another CD. However, when the Edward Jones financial representative requested a copy of the Board's investment policy, it was determined that TQ was not allowed to invest tax funds in a private financial institution as regulated by the Illinois Public Funds Investment Act. After checking with several banks, it was determined that Mercantile and Homebank offered the best short-term CD rates at 1.6% for 12 months. Mr. Upper noted that the checking account does earn some interest, and recommended leaving the funds in the checking account at this time. Fred Witte moved that the Board cash in the CD at Central State Bank and reinvest \$60,000 in a CD at Mercantile and \$60,000 in a CD at Homebank at a rate of 1.6% for 12 months. Jennifer Harvey seconded and the motion carried. Mr. Upper stated that before the CDs mature, the Finance Committee will look at other investment options and possibly investing some of the checking account funds in a CD. Mr. Upper then presented two checks for approval: one to Quincy Public Library for \$8,634.79 for the transfer of 2017 Per Capital Grant funds and one to Schmiedeskamp, Robertson, Neu & Mitchell for legal fees in the amount of \$614.00. There being no discussion, Fred Witte moved to approve the two checks for a total of \$9,248.79 as presented. Malinda Vogel seconded and the motion carried.

B. Policy and Services: Susan East was absent. Policy and Services did not meet.

C. Public Relations/Advocacy: Jennifer Harvey reported that Public Relations/Advocacy did not meet.

D. Friends of the Library: Nancy Dolan reported that the Friends held their annual Spring Book Sale in April and earned more than \$3,000 for the weekend. The next Friends meeting is June 11, which is the annual summer luncheon.

VII. QPL COMMITTEE REPORTS

A. Finance: Ron Upper reported that the QPL Finance Committee did not meet.

B. Policy: Janice Riley reported that the QPL Policy Committee did not meet. Nancy Dolan reported that the QPL Board approved a new Notary Policy.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee did not meet.

D. Building & Grounds: Charlie Jones reported that the QPL Building and Grounds Committee did not meet.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Approval of Fourth Amendment to Contract. A copy of the Fourth Amendment to the Contract for Purchase of Library Services was presented to the Board. Nancy Dolan stated that she drafted the contract using the same terminology as the Third Amendment, and added language to reflect the increase in the service fee percentage and the increase to the annual collection development contribution for the next four years until 2022. She also revised the number of yearly payments from 12 to 10 monthly payments. William McCleery stated he reviewed the contract amendment and had no issues with it. There being no further discussion, Ron Upper moved to approve the Fourth Amendment to the Contract for Purchase of Library Services as presented. Fred Witte seconded and the motion carried.

B. Approval of FY18/19 Non-Resident Fee. A copy of the calculations for the minimum non-resident fee for FY18/19 was presented. The minimum fee is \$77.71; it was recommended that the fee remain at \$100. There being no discussion, Ron Upper moved to approve the FY18/19 Non-Resident Fee of \$100, effective June 1, 2018, as recommended. Malinda Vogel seconded and the motion carried. Fred Witte stated that he recently received his property tax bill and noted that the TQ portion of his tax bill decreased approximately 6% because TQ reduced their tax levy.

There being no further discussion, Jennifer Harvey moved to adjourn the meeting. Malinda Vogel seconded and the meeting adjourned at 6:05 p.m.

Respectfully submitted,
Kimberly Akers