

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 10, 2019
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, January 10, 2019, with Charlie Jones presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Malinda Vogel, Fred Witte, Janice Riley, Ron Upper, Jennifer Harvey, and Christa Johnson. **Others Present:** Kathleen Helsabeck, Bobbi Mock, Katie Kraushaar, Kim Akers, and Bill McCleery – TQ Attorney.

I. APPROVAL OF AGENDA

Malinda Vogel moved to approve the agenda as presented. Janice Riley seconded and the motion carried.

II. APPROVAL OF MINUTES

Ron Upper moved that the minutes from the regular meeting held on December 11, 2018, be approved as presented. Malinda Vogel seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

Thank you notes from Library Staff were presented to the Board.

V. DISTRICT REPORTS

A. Circulation & Event Statistics Report: Bobbi Mock reported that the staff continue to inventory the collection, which resulted in a high in-house use figure for the month of December. She noted that the QPL Board asked for a total circulation number that includes both print and digital materials. For the month of December, a total of 40,077 print and digital materials were circulated. Ms. Mock stated that staff have heard quite a few positive comments about the extended check-out period, but noted that this will also affect the circulation numbers. Use of the hold lockers continues to increase. In answer to a question, Ms. Mock stated that all of the new schools have requested hold lockers, but the Library has declined to install any more at this time. However, Ms. Mock did say that she would be amenable to more hold lockers and book drops if funding for both equipment and staff to service the lockers could be found. The TQ Board did say they would be open to funding more lockers. She stated that the new Denman Elementary is installing outside internet and electrical service for the future possibility of hold lockers. Malinda Vogel noted that the Library has a wish list of items yet to be filled; she would like to see items from that list purchased before more lockers. Katie Kraushaar reported that use of ADML, E-Read IL, and Hoopla increased in December, while Flipster saw 34 fewer checkouts. She spoke with members of the Great River Genealogical Society about the declining use of the genealogical databases and if they had any ideas to increase use. The Library saw a daily average of 366 visitors in December as compared to December of 2017 where there was only an average of 332 visitors per day.

B. Library Report: Katie Kraushaar reported that children enjoyed the “Rudolf the Red-Nosed Reindeer” puppet show and a special Holiday Safari program in December. Staff are working on the Big Read application and are moving the Big Read from the fall of 2019 to

spring 2020 to allow more planning time. The Library's website was updated and rolled out on January 8. Ms. Kraushaar encouraged the Board to take a look at the website and call if they had any questions or concerns.

Kathleen Helsabeck reported that she has had several meetings with some of the aldermen and is working on scheduling meetings with the remaining City Council members. One of her early ideas was to hold a ward party at the Library so that aldermen could get to know their constituents/library patrons. She is asking the Ad Hoc Advocacy Committee to work on this project. The City has asked that the Library consider disconnecting from the City's IT network. Ms. Helsabeck stated that the City is required to follow Department of Justice regulations because the Police and Fire Departments are on the network. As part of the network, the Library is also subject to those same regulations, but doesn't need to be. The City's IT Department installed new switches at the Library and will be moving the servers back to the Library in the coming months. Representatives from Adams Networks were in the Library to discuss the upcoming E-rate application and possible future technology upgrades. They were asked to submit a quote for IT services in the event the Library is removed from the City's network. Representatives from RSA and RAILS will be in the Library on January 17 to meet with Ms. Helsabeck and do some staff training. Ms. Helsabeck and Ruth Cuthbertson will be meeting with the editorial staff of the Quincy Herald-Whig to discuss the Library's relationship with the City and how it is portrayed in the media, and ask for their formal support of the Library.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Upper reported that as of December 31, 2018, the Homebank checking account had a balance of \$313,929.71. The only check presented by Mr. Upper for approval was payment seven of ten to Quincy Public Library in the amount of \$27,139.40. There being no further discussion, Ron Upper moved to approve the payment as presented. Fred Witte seconded and the motion carried.

B. Policy and Services: Janice Riley reported that Policy and Services did not meet.

C. Public Relations/Advocacy: Jennifer Harvey reported that the Public Relations/Advocacy did not meet, but is interested in assisting with the advocacy efforts presented by Kathleen Helsabeck.

D. Friends of the Library: Kathleen Helsabeck reported that the Friends held their annual holiday luncheon on December 10 at the Library. After the luncheon, they held a brief business meeting where they installed new officers and discussed upcoming projects.

VII. QPL COMMITTEE REPORTS

A. Finance: Ron Upper reported that the QPL Finance Committee met on January 7 where the main topic of discussion was the City's request that the Library seek their own health insurance. Kathleen Helsabeck presented several quotes from local agents, which will be compiled into a spreadsheet to compare costs and options. She noted that the Union provided a quote for insurance offered to Union members. Union Representative Kevin Broemmer recommended that the Library provide a plan as comparable as possible to the current plan to avoid a grievance. Mr. Upper noted that by seeking their own insurance, it is possible that the Library could see a savings. In a letter from Mayor Moore, he offered the option of staying with the City's health insurance, but stated that the Library would need to reimburse the City for any claims not covered by the monthly premiums. The Mayor asked for a decision by the QPL

Board by February 15. The next meeting of the QPL Finance Committee is Monday, January 14, 2019, at 10:30 a.m.

B. Policy: Janice Riley reported that the QPL Policy Committee did not meet.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee did not meet, but has a meeting scheduled for Friday, January 11, 2019, at 2:00 p.m.

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

VIII. UNFINISHED BUSINESS

A. 2019 Per Capita Grant Requirements. Kim Akers reported that all of the TQ Board Members reported watching one of the videos required for the 2019 Per Capita Grant. The final requirement for the Per Capita Grant was the review of Chapter 8 – Reference and Reader’s Advisory Services from *Serving Our Public* and Chapters 6 – 10 from the *Trustee Facts File* addressing Intellectual Freedom, Planning, Human Resources, Facilities, and Financial Management. The Board reviewed and discussed the chapters.

B. Kim Akers reported that she filed the necessary paperwork with the County Clerk’s Office for the upcoming April 2, 2019, Consolidated Election.

IX. NEW BUSINESS

A. Need for February Meeting. Fred Witte moved to cancel the February 14, 2019, TQ Board meeting and approve the monthly contractual payment to QPL. Janice Riley seconded and the motion carried. Charlie Jones noted that if a need to meet arose, the meeting would be rescheduled.

There being no further discussion, Ron Upper moved to adjourn the meeting. Christa Johnson seconded and the meeting adjourned at 6:12 p.m.

Respectfully submitted,
Kimberly Akers