

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 11, 2019
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, April 11, 2019, with Charlie Jones presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Malinda Vogel, Janice Riley, Fred Witte, Ron Upper, Jennifer Harvey, and Christa Johnson. **Others Present:** Kathleen Helsabeck, Bobbi Mock, Katie Kraushaar, Kim Akers, Chris Pratt – QPL Liaison, and Bill McCleery – TQ Attorney.

I. APPROVAL OF AGENDA

Ron Upper 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 March 14, 2019, be approved as presented. Jennifer Harvey seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

A letter from Secretary of State Jesse White was received awarding the annual Per Capita Grant in the amount of \$13,901.25. Kim Akers stated she expects this to be received in FY19/20.

V. DISTRICT REPORTS

A. Circulation & Collection Report: In her report, Bobbi Mock shared a graph showing the number of cardholders over the past five years. From a high of 35,524 in April of 2014 to a low of 16,317 in April of 2018, the number of registered borrowers fluctuates but is slowly growing with a total of 18,276 in March of 2019. Ms. Mock noted that the current cardholders are all active users within the last six months. She stated that the strategic plan calls for an increase of 20% or 3,094 cards. Only 287 more cardholders are needed to reach this goal, which Ms. Mock anticipates reaching on Summer Reading kickoff on June 1, 2019. The lockers were used a total of 229 in March. School Superintendent Roy Webb recently did a presentation for QPL staff and stated that the schools would welcome more lockers should the Library choose to expand this service. April is Volunteer Appreciation Month; Ms. Mock highlighted the efforts of several volunteers. Several staff members attended RSA Day on March 20 where they learned how to improve patron experiences. April 8 – 13 is National Library Week. As part of NLW, the QPL Board and Administration treated staff to snacks throughout the day on National Library Workers Day on April 10 and on April 11 during staff training. Malinda Vogel asked that TQ consider doing something for Library staff for NLW in 2020.

B. Reference & Events Report: Katie Kraushaar noted a slight bump in use of the genealogical databases and the continued low use of the Gale databases. She stated that she is considering replacing the Gale databases with Novelist. Daily traffic numbers continue to decrease with an average daily traffic count of 396 people in March. The sixth annual “Lights Out at the Library” stuffed animal sleepover was a huge success again this year. Over 33

children and their animals enjoyed the Thursday night / Saturday morning program. Quite a few teens attended the Smash Brothers Brawl Tournament and enjoyed a lively video battle, which was won by an 11-year-old gamer. Teens also enjoyed sharing their March book discussion group with Dr. Dwain Preston, who promised to return for future book discussions. At the April 1 City Council meeting, TAB President Michael Hall read a letter to the Council written by former TAB President Alexis Bergman. The letter emphasized the value of the Library to area young adults. Adults enjoyed two programs presented by two area banks to celebrate Money Smart Week. Ms. Kraushaar reported that a number of volunteers are needed for the Summer Reading Program including helping with program registrations, setting up for crafts, and getting snacks ready for the programs. She encouraged TQ Board Members to help out wherever they could.

C. Director's Report: Kathleen Helsabeck reported that she and Bobbi Mock recently met with representatives from Adams Fiber to discuss E-rate funding for wi-fi, firewalls, and updates to the servers. The City has indicated that it will cost approximately \$17,000 to refurbish the servers; new servers will cost upwards of \$75,000. Adams recommends repairing the current servers and start saving for new servers. Ms. Helsabeck expects the servers to be repaired and moved to the Library in June or July. She also stated that the Library is researching domain controllers because City is encouraging independence from their email server. Ms. Helsabeck reported that open enrollment for the new staff health insurance started on April 9 and will continue until April 15. She concluded her report by stating that she has been accepted into the Director's University to be held in Springfield from June 3 to June 6, 2019.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Upper reported that as of March 31, 2019, the Homebank checking account had a balance of \$233,390.07. Mr. Upper presented two checks for approval – the final contractual payment to Quincy Public Library in the amount of \$27,139.40 and a check to Schmiedeskamp, Robertson, Neu, & Mitchell in the amount of \$635.25. He noted that the payment to SRNM was not included in the Board report as it arrived the morning of the meeting. There being no further discussion, Ron Upper moved to approve the total payments of \$27,774.65 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 have scheduled a meeting for Monday, April 15, 2019, at noon.

D. Friends of the Library: Kathleen Helsabeck reported that the Friends earned approximately \$2,900 at their spring book sale. At their April 8 meeting, Ms. Helsabeck requested that the Friends consider helping underwrite the cost of repairing the servers. The Friends stated they would consider the request. Ms. Helsabeck noted she will be asking the Mary Weems Barton/Quincy Public Library Foundation to also help underwrite the repairs.

VII. QPL COMMITTEE REPORTS

A. Finance: Ron Upper reported that the QPL Finance Committee met on March 12 and again on April 9, just prior to the QPL Board meeting. Charlie Jones attended the April 9 meeting, and reported that the committee recommended changing checking accounts at Homebank. Representatives from Homebank presented a new Insured Cash Sweep (ICS)

account, which automatically insures funds over \$250,000 with the FDIC daily rather than manually which is the case with the current checking account. The ICS account offers a flexible interest rate currently at 1%, which is positive for the QPL Board, but TQ accounts already earn 1%. The QPL Board approved moving to the ICS account at their April 9 meeting. Mr. Jones asked that the TQ Finance Committee look into switching to the ICS account. Kathleen Helsabeck reported that the FY19/20 QPL budget was submitted to the City; she will answer questions about the budget at the April 15, 2019, City Council meeting. She stated she does not expect any changes to the budget, which shows a 1.42% increase in the overall budget or 0.26% increase in the subsidy from the City.

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

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee met on Monday, March 25, 2019, the minutes of which were included in the Board packet.

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. Appointment of Nominating Committee. Charlie Jones asked for volunteers to serve on a Nominating Committee to select the FY19/20 slate of officers. Fred Witte and Christa Johnson agreed to serve along with Charlie Jones. The committee will meet on Wednesday, May 1, 2019, at 4:00 p.m. at the Library.

B. The Board was reminded that the May meeting is the annual meeting. It will be held on Monday, May 20, 2019, at 5:30 p.m. at the Library.

There being no further discussion, Janice Riley moved to adjourn the meeting. Ron Upper seconded and the meeting adjourned at 6:04 p.m.

Respectfully submitted,
Kimberly Akers