

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 14, 2019
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, March 14, 2019, with Charlie Jones presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Malinda Vogel, Fred Witte, Ron Upper, Jennifer Harvey, and Christa Johnson. **Trustees Absent:** Janice Riley. **Others Present:** Kathleen Helsabeck, Bobbi Mock, Katie Kraushaar, Kim Akers, Beth Young – QPL Liaison, and Bill McCleery – TQ Attorney.

I. APPROVAL OF AGENDA

Fred Witte moved to approve the agenda as presented. Ron Upper seconded and the motion carried.

II. APPROVAL OF MINUTES

Ron Upper moved that the minutes from the regular meeting held on January 10, 2019, 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

No correspondence was presented to the Board. Beth Young from the QPL Board was welcomed to the meeting. Library patron Sheree Norman joined the meeting at 5:45.

V. DISTRICT REPORTS

A. Circulation & Collection Report: Bobbi Mock reported that in answer to an inquiry from the QPL Board, she created a pie chart showing the percentage of circulation for print items, digital, A/V, and special collections. She compared February 2019 to February 2018, which shows slight increases and decreases in all areas. Ms. Mock noted the nationwide downward trend in physical circulation numbers and reported on the various ways Library staff are addressing this trend. The staff have increased the number of displays throughout the Library to showcase specific subject areas and are facing more books cover out. In the month of February, over 600 display items circulated. Val Stark and Jennifer Burkett created Valentine cards for their 250+ patrons, which made their patrons very happy. They are planning additional thoughtful gestures for their patrons in the spring. Ms. Mock also created a line chart showing the average circulations per day throughout the week for 2017, 2018, and 2019. This chart shows consistent spikes in circulations on Mondays when the Library is open later and gradually lowering circulations the rest of the week.

B. Reference & Events Report: Katie Kraushaar presented detailed figures on the digital circulations including wait times, holds, new users, and statistics for the various formats. She noted the 469 unique users for February stating that this is a typical amount every month. Patron computers were used an average of 45.5 minutes and genealogical computers were used an average of 91 minutes in February. Average daily traffic was 401 visitors per day with the highest day being 507 visitors on February 13. Ms. Kraushaar noted that she is working on a line graph showing traffic numbers and will overlay the circulation figures to compare physical

checkouts and traffic. She noted the decreased use of study rooms by staff stating that the Library was offering less Tech Tutor sessions due to fewer requests. Teens enjoyed the Murder Mystery Event on February 16, and are looking forward to the Smash Brothers Brawl on March 16. Ms. Kraushaar stated that TAB met to discuss summer reading and offered suggestions for programs and movies. They are also encouraging teens to participate in the program and volunteer to help at the Summer Reading Kickoff on June 1. TAB also discussed rebranding Wii Wednesday to reflect the different activities offered on Wednesdays beyond electronic gaming. Library patrons of all ages enjoyed Black History Month events in February including a presentation about Free Frank McWorter and a screening of the documentary “Central Park Five.” She completed her report by stating that representatives from the U.S. Census Bureau will be using the Library during the summer to train census workers and educate the public about the upcoming Census 2020.

C. Director’s Report: Kathleen Helsabeck reported that she continues to attend the City Council meetings to increase visibility and educate the Council on the value of the Library. A reporter from the Quincy Herald-Whig visited the Library several times to interview staff and patrons for a series about the Library to be published the end of March. Ms. Helsabeck distributed an event sign-up sheet for the month of March and encouraged Board Members to volunteer for programs. The Library continues to deal with HVAC issues and is looking at a number of repairs to the system at an approximate cost of nearly \$10,000. Fred Witte asked if once these items are repaired, would Keck give any assurances that the system will stay fixed and work better. It was noted that both Keck and the system manufacturer, TMI, have stated that these newer systems are designed to be very energy efficient, but not meant to last as long as older systems. They recommended that the Library budget \$30,000 per year in maintenance and repair costs.

VI. TQ COMMITTEE REPORTS

A. Finance: Ron Upper reported that as of February 28, 2019, the Homebank checking account had a balance of \$260,395.01. The only check presented by Mr. Upper for approval was payment nine 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 was absent. Policy and Services did not meet.

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

D. Friends of the Library: Kathleen Helsabeck reported that at their February meeting, the Friends approved a donation of \$800 to purchase new juniper bushes to help stop erosion on the banks off of Jersey Street.

VII. QPL COMMITTEE REPORTS

A. Finance: Ron Upper reported that the QPL Finance Committee met several times in January and February to discuss changes to the health insurance, the Library’s relationship with the City, and the FY19/20 budget. Kathleen Helsabeck reported that on March 8, the Union unanimously voted to approve a new health insurance option, which changes the individual deductible to \$1,500 and allows staff access to the Blessing Employer Clinic and fitness center. She is working on the application process so that the insurance changes can take effect on May 1.

At the March meeting, the QPL Board approved the draft FY19/20 budget to be submitted to the City.

B. Policy: Janice Riley was absent. The QPL Policy Committee met on February 28, 2019, where they approved minor changes to the Sick Leave Bank Policy.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee did not meet. Kathleen Helsabeck stated that the Personnel Committee has scheduled a meeting on Monday, March 25, 2019, at 3:00 p.m.

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. Per Capita Grant. A copy of the submitted Per Capita Grant application was included in the Board packet. Kathleen Helsabeck stated that she submitted the grant by the January 15 deadline, but was asked by the State Library to make a few changes. Those changes were made, and the application was resubmitted in late February.

B. Kim Akers stated that a Nominating Committee will need to be appointed at the April meeting to recommend a slate of officers for the new fiscal year. She reminded the Board that the annual meeting will be held on Monday, May 20, 2019.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Jennifer Harvey seconded and the meeting adjourned at 6:04 p.m.

Respectfully submitted,
Kimberly Akers