

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 20, 2019
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Monday, May 20, 2019, with Fred Witte presiding. The meeting was called to order at 5:37 p.m. **Trustees Present:** Charlie Jones, Malinda Vogel, Janice Riley, Phyllis Robertson, Jennifer Harvey, and Christa Johnson. **Others Present:** Kathleen Helsabeck, Bobbi Mock, Kim Akers, Dwain Preston – QPL Liaison, and Bill McCleery – TQ Attorney.

I. OATH OF OFFICE

President Fred Witte welcomed new Trustee Phyllis Robertson to the meeting. Mr. Witte administered the Oath of Office to Ms. Robertson, newly elected Trustee Christa Johnson, and re-elected Trustee Janice Riley.

II. APPROVAL OF AGENDA

Charlie Jones moved to approve the agenda as presented. Malinda Vogel seconded and the motion carried.

III. APPROVAL OF MINUTES

Janice Riley moved that the minutes of April 11, 2019, be approved as presented. Jennifer Harvey seconded and the motion carried.

IV. PUBLIC COMMENTS

Ron Upper was welcomed to the meeting as a member of the public. Mr. Upper thanked the Board for allowing him to serve the TQ District for 12 years. He noted that he came on the Board at a time when the TQ Board was more conservative in nature, and was pleased at how much the TQ Board has contributed to the Library. He remarked that he has been a Board Member through three directors and was grateful to be a part of the building renovation team. Fred Witte thanked Mr. Upper for his service to the Board, and thanked all of the TQ Board for their willingness to volunteer their time.

V. RECOGNITION OF CORRESPONDENCE AND GUESTS

A letter from Greg McCormick, Director of the Illinois State Library, was received reminding the Board to notify the State Library whenever there is a vacancy on the Board and who filled the vacancy.

VI. DISTRICT REPORTS

A. Circulation & Collection Report: Bobbi Mock reported that at the end of FY18/19, numbers for the circulation of physical materials were down while digital materials continue to increase steadily. She noted the large difference between the final circulation by material number of 600,754 and the final circulation by patron type number of 670,870 was due to the large in-house usage number used to track inventoried items. She stated that use of the self-checkouts was down in April, noting that the stations are nearing end of life and are experiencing breakdowns and slow response times. Use of the kiosk averaged approximately 100 uses per

month, which is the target amount recommended by the manufacturer. The Library is only about 100 library card sign-ups short of the strategic plan goal; Ms. Mock anticipates reaching this goal by the end of May. This summer, Library staff are experimenting with some of the non-fiction DVDs, such as travel and sports, and interfiling them with the print materials to see if this increases circulation. Library staff are also labeling fiction series books with the series number to help patrons read the books in order. Interest in displays continues to increase with 331 circulations from the Staff Picks display in April. In anticipation of the Dogwood Parade, the Library featured a Quincy and Adams County authors display, which saw 31 circulations in April. A recent Quincy Herald-Whig article highlighted the Library's Outreach services as part of Senior Citizen Month in May. Ms. Mock reported that Cedarhurst Memory Care Center now offers a small lending library for their residents created from large print library discards, and has begun receiving semi-monthly deliveries of library materials. The Library is currently testing the Blue Cloud Mobile App and expects to roll out the new card catalog app in August. Library staff have also been asked to help test the Blue Cloud Acquisitions module, which tracks material orders. Ms. Mock stated this testing phase will take three to four months to conclude.

B. Reference & Events Report: Bobbi Mock reported that use of the Learning Express database soared in April thanks to high usage by the Quincy High School equivalency center. Students used their regular and e-card to access the database to help them prepare for their GED, basic skills exams, and ACTs. Hits on the Library's Facebook page increased; Ms. Mock encouraged Board Members to like and follow the page and share posts. Traffic numbers for April were the lowest in nearly 20 years. Ms. Mock reported that Library Staff are exploring ways to bring more people into the Library. Children enjoyed meeting the Easter Bunny and looking for hidden eggs during the Bunny Sock Hop on April 19. Ms. Mock stated that the 1000 Books Before Kindergarten initiative continues to see success with 51 children enrolled in the program and at least one child nearing the 1000 books goal. Teens made use of leftover craft supplies and created three dimensional bad art at an event held on April 12. The Library said good-bye to Reference Librarian Jeraca Fite, who resigned her position on April 30 to take a position at the Webster Groves (MO) Public Library.

A five-year comparison of circulation and event statistics was included in the Board packet. Bobbi Mock reported that even though most of the statistics show a decrease, it is important to note that the Library migrated to the RSA system in FY16/17 which skewed the data somewhat. She also noted that the Library was open a total of 118 hours per week or 6,136 hours per year in FY14/15 and 104/week or 5,408/year in FY18/19, which translates to 14/week or 728/year less hours open in the past five years. She noted the steady or increased use of the digital resources, hold lockers, social media, and program attendance. Ms. Mock stated that she purged expired and inactive cards in anticipation of the RSA migration in FY16/17, which accounts for the drop in the number of library cardholders. She noted that the remaining cards are held by active users except for the approximately 2,000 cardholders who are inactive but still owe fines.

C. Director's Report: Kathleen Helsabeck reported that Katie Kraushaar has recently stepped down from her position as Manager of Information Services and has accepted the open Reference Librarian position. In answer to a question, Ms. Helsabeck reported that the Library's budget was approved without any cuts by the City Council. She noted that there were no questions about the Library or its budget at any of the budget hearings.

VI. TQ COMMITTEE REPORTS

A. Finance: Charlie Jones reported that as of April 30, 2019, the Homebank checking account had a balance of \$206,027.40. Mr. Jones presented two checks for approval – check #1262 to Quincy Herald-Whig for the publication of the Annual Treasurer’s Report from July 2018 in the amount of \$162.71 and check #1263 to First National Bank of Omaha in the amount of \$51.90 for the purchase of Ron Upper’s going-away gift. There being no further discussion, Charlie Jones moved to approve the two checks for a total amount of \$214.61. Malinda Vogel seconded and the motion carried. Fred Witte then stated that TQ has a \$60,000 CD at Homebank and a \$60,000 CD at United Community Bank/Mercantile both maturing on May 22, 2019. The Finance Committee met just prior to the Board meeting and recommended purchasing two \$100,000 CDs; a 12-month CD at Homebank at an interest rate of 2.50% and a 15-month CD at UCB/Mercantile at an interest rate of 2.25%. He stated that he will ask UCB/Mercantile to match Homebank’s interest rate, but will invest the CD there regardless of whether they match the rate or not. There being no further discussion, Charlie Jones moved to purchase the two CDs at \$100,000 each at Homebank and UCB/Mercantile. Malinda Vogel seconded and the motion carried. Kathleen Helsabeck reported that the Library is moving its servers from City Hall to the Library at a cost of \$17,364.14 for storage and updating the servers. She also reported that the three self-checkout stations are reaching end of life and she would like to purchase three new stations at an approximate cost of \$43,000. The Mary Weems Barton/Quincy Public Library Foundation met recently and approved a disbursement of \$40,000 to partially fund these projects. The Friends of the Library also pledged to help fund \$10,000 of the costs. Charlie Jones stated that the Finance Committee recommended that the TQ Board fund the remaining cost of the projects up to \$13,000. Malinda Vogel asked how old the current stations are. Bobbi Mock replied that they are approximately 10 years old. Their operating system has reached end of life and will no longer be supported after January of 2020. The proposed new systems will be integrated with the Library’s calendar of events and will offer recommendations of titles based on the patron’s current checkouts. Ms. Vogel asked if the new stations will have the same lifespan or a shorter one. Based on current technology, it is expected that the new stations will have a shorter lifespan. Ms. Vogel questioned whether it was worthwhile to purchase new stations when the current ones are only being utilized an average of 30% to 40% each month. She also asked if there were other, possibly less expensive, vendors for the product. Ms. Mock will check with other vendors, but noted that Bibliotheca offers the best and most streamlined integration with the current catalog. There being no further discussion, Charlie Jones moved to approve funding up to \$13,000 for the server and self-checkout stations. Janice Riley seconded and the motion carried. The Board asked Ms. Mock if Quincy Public Schools had requested hold lockers for the three remaining new elementary schools. Ms. Mock stated that School Superintendent Roy Webb was amenable to placing hold lockers at all of the new schools and electrical outlets were installed outside of the school for that possibility, but no plans are in place to purchase or install lockers at those schools. It was noted that the lockers are approximately \$15,000 for a 10-bank unit. The Board will continue this discussion at the June meeting.

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 Committee met as part of the QPL Ad Hoc Advocacy Committee on April

15, 2019, and are scheduled to meet again on May 22, 2019, at noon. Kathleen Helsabeck reported that she and Ruth Cuthbertson recently met with Jody Steinke from Quincy Senior High School to discuss the School's grassroots campaign to help pass the successful school tax referendum. She invited Board Members to attend the Summer Reading Kickoff on Saturday, June 1, from 9:00 a.m. to noon. Board Members will provide sticky notes color-coded by ward for patrons to write positive comments about the Library. These notes will be displayed at the Library and at City Hall.

D. Friends of the Library: Kathleen Helsabeck reported that the Friends earned approximately \$2,900 at their spring book sale. At their May 13 meeting, the Friends agreed to donate \$10,000 towards the server project and the purchase of new self-checkout stations.

VII. QPL COMMITTEE REPORTS

A. Finance: Charlie Jones reported that the QPL Finance Committee met on April 9 and in conjunction with the Personnel Committee on May 6, 2019, the minutes of which were included in the Board packet.

B. Policy: Janice Riley reported that the QPL Policy Committee met on May 14, 2019, to revise the Issuance of Library Cards to Quincy Public Library and Townships of the Quincy Area Public Library District Residents Policy. The policy previously stated that only a parent or legal guardian could sign a minor child up for a card. The policy was revised to now allow for a responsible party, defined as someone who currently holds a QPL card in good standing and who will be financially responsible for items checked out on the card, to sign a minor child up for a library card.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee met in conjunction with the Finance Committee on May 6, 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

A. TQ Election Canvass. A copy of the certified Election Canvass from the April 2, 2019, consolidated election was included in the Board packet.

IX. NEW BUSINESS

A. Approval of the FY19/20 Non-Resident Fee. A copy of the formula calculating the FY19/20 Non-resident fee was included in the Board packet. Charlie Jones moved that the Board approve the FY19/20 Non-Resident fee of \$100 effective June 1, 2019. Janice Riley seconded and the motion carried.

B. Appointment of Board Committees. Fred Witte stated that he is working on committee assignments, and would like input from the Board as to which committees they would like be a part of. As Treasurer, Charlie Jones will serve as the Chair of the Finance Committee as well as

be a voting member of the QPL Finance Committee. He will be contacting Board Members to discuss their preferences.

C. Janice Riley announced that she and her husband have purchased a new house inside Quincy city limits. They do not plan on moving until August or September, and will remain on the TQ Board until they officially change addresses. Kim Akers stated that someone will need to be appointed to take Ms. Riley's seat and they will serve until the 2021 election. At that time, the individual will need to run for the remainder of Ms. Riley's term or four years. Kathleen Helsabeck stated that she would like to see someone with a financial background be appointed. It was also noted that there is no one currently serving on the TQ Board from the Gilmer Township.

There being no further discussion, Janice Riley moved to adjourn the meeting. Phyllis Robertson seconded and the meeting adjourned at 6:46 p.m.

Respectfully submitted,
Kimberly Akers