

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

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, July 11, 2019, with Fred Witte presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Charlie Jones, Malinda Vogel, Janice Riley, Phyllis Robertson, and Christa Johnson. **Trustee Absent:** Jennifer Harvey. **Others Present:** Kathleen Helsabeck, Kim Akers, and Christopher Pratt – QPL Liaison.

I. APPROVAL OF AGENDA

Malinda Vogel moved to approve the agenda as presented. Phyllis Robertson seconded and the motion carried.

II. APPROVAL OF MINUTES

Charlie Jones moved that the regular meeting minutes of June 13, 2019, be approved as presented. Janice Riley seconded and the motion carried.

III. PUBLIC COMMENTS

There were no comments from the public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

No correspondence was presented. Rob Arnold was welcomed to the meeting. Mr. Arnold is interested in filling the seat of Janice Riley, who has indicated that she will be resigning from the Board in August.

V. DISTRICT REPORTS

A. Circulation, Reference, and Events Report: The written narrative of June Library activities was included in the Board packet. Kathleen Helsabeck reported that it was a great month for programming and highlighted the Drive-In Movie for children. She noted it was well-received, and her own children enjoyed it very much. She thanked Jennifer Harvey for volunteering at the event. Ms. Helsabeck reported that the circulation by materials figure for the month of June increased 31.35% over May's numbers. Detailed statistics for Hoopla and Overdrive were also included in the Library Report. Ms. Helsabeck noted that audiobooks were the most borrowed format for June, and Sunday evenings were the most popular time for downloads. Ms. Helsabeck stated that the Library will probably never be open on a Sunday evening, so Hoopla is providing a way for patrons to still checkout materials when the Library is closed.

B. Director's Report: Kathleen Helsabeck reported that several grants have been completed and final reports submitted. She is also looking at potential grants to create an online database of historic Quincy architecture. The Library is partnering with United Way on several literacy projects, and Ms. Helsabeck will chair the United Way Education Committee.

VI. TQ COMMITTEE REPORTS

A. Finance: Charlie Jones reported that the TQ Finance Committee met on June 27 to draft the FY19/20 budget and prepare the Budget Ordinance for publication. Mr. Jones reviewed the changes to the budget, which include a one-time increase of \$30,000 to the collection development contribution to the Library and increasing the Special Projects Fund. Kathleen Helsabeck was asked to update the Library's wish list and provide a list of potential funding requests for the September TQ meeting. Bill McCleery stated that the budget also includes a 4% increase in the contractual amount paid to the Library. Kim Akers stated that the auditors recently noted the contract with TQ only calls for a 3% annual increase, but the contractual amount was increased to 4% from FY17/18 to FY18/19 and 3.26% from FY18/19 to FY19/20. Mr. McCleery recommended that the Board adopt the Ordinance for publication as presented to comply with the 30-day publication deadline for the August meeting, then correct the payment at the next meeting to agree with the contract. In answer to a question, Mr. McCleery explained that even though the Ordinance states the budget is for the year starting July 1, 2019, and ending June 30, 2020, the funds are actually for FY20/21 as property tax payments are collected for the previous year. Therefore, the TQ levy is for property taxes to be paid in FY20/21. The Budget Ordinance adopted in FY18/19 allocated funds to be spent in FY19/20. Mr. McCleery also stated that it was not necessary to have a separate motion to approve the increase in collection development as that will be addressed with the adoption of the Budget Ordinance. There being no further discussion, Charlie Jones moved to approve the FY19/20-1 Budget Ordinance for publication as presented. Janice Riley seconded. A roll call vote was held with the following results:

Charlie Jones	yes	Malinda Vogel	yes
Janice Riley	yes	Christa Johnson	yes
Phyllis Robertson	yes	Fred Witte	yes
Jennifer Harvey	absent		

The vote carried with six yes votes, zero no votes, and one absent. Mr. Jones then reported that as of June 30, 2019, the Homebank checking account had a balance of \$127,401.62. He presented four checks for approval: Payment #1 of 10 for \$28,025, a check to Quincy Public Library for collection development in the amount of \$150,000, a check to Quincy Public Library for website maintenance in the amount of \$250, and a check to O'Brien Insurance for the biennial commercial crime coverage in the amount of \$229. Charlie Jones moved to approve these checks for a total amount of \$178,504.00. Phyllis Robertson seconded and the motion carried.

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

B. Public Relations/Advocacy: Jennifer Harvey was absent. The Advocacy Committee did not meet, but has a meeting scheduled for Wednesday, July 17, 2019, at noon at the Library.

C. Friends of the Library: Kathleen Helsabeck reported that the Friends held their monthly business meeting on July 8. No funding requests were presented to the Friends at that time.

VII. QPL COMMITTEE REPORTS

A. Finance: Charlie Jones reported that the QPL Finance Committee met on June 24 where they discussed an issue with the Library's Personal Property Replacement Tax payments and a subsequent additional charge. Kathleen Helsabeck stated that the Library Board has an informal agreement with the City to pay \$18,000 in infrastructure costs whenever the Library's total annual PPRT additional payments go above \$30,000. The City has determined that the Library's FY18/19 PPRT additional payments went over the \$30,000 mark but they did not document that overage. The QPL Board is disputing the charges and has requested a meeting with the Mayor and other City officials to discuss the agreement. No date has been set for that meeting as yet.

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 July 1 to discuss PTO accrual and IMRF accelerated payments. It was discovered that since the Library moved to the time clock software, staff have been accruing PTO on holidays. According to the Labor Agreement, PTO is only to be accrued for work time and not leave, whether paid or unpaid. The Committee also discussed the recent accelerated payments to IMRF for two staff retirements. They are working on a plan to address future payments.

D. Building & Grounds: Fred Witte reported that the QPL Building and Grounds Committee met on July 8 where they reviewed a prioritized building project plan drafted by Will Matlick. Mr. Matlick reviewed the plan for FY19/20 with the Committee and discussed future projects such as the replacement of the outside HVAC units in the next five years and the possible replacement of the roof in the next ten years. Mr. Matlick also requested that the Board consider hiring an additional part-time Custodian to replace the hours removed from his budget after the building renovation. Mr. Matlick explained that the reduction in hours was not as important when the building renovations were new, but now that it has been nearly ten years, the building is needing more ongoing repairs and upkeep. It was noted that the Library currently has an opening for a part-time Custodian to replace a recent resignation. Mr. Matlick also requested authorization to purchase a larger carpet cleaner.

VIII. UNFINISHED BUSINESS

A. Discussion of Open Seat. Janice Riley introduced Rob Arnold to the Board and highly recommended him to replace her seat on the Board. Mr. Arnold lives in Melrose Township and is interested in serving on the TQ Board. Ms. Riley was asked to submit a formal resignation to be considered at the August TQ meeting. If Mr. Arnold's appointment is approved, he will be sworn in at the September TQ meeting and serve until the consolidated election in April of 2021, at which time he would need to run for a six-year term.

B. Approval of TQAPLD Roles and Responsibilities. A copy of the draft TQAPLD Board Roles and Responsibilities was presented to the Board for approval. Christopher Pratt stated that because TQ Trustees are elected, there is probably a state statute explaining the duties of the trustee. Bill McCleery did not see a problem with adopting the roles and responsibilities as long as they do not conflict with the state statute. Mr. McCleery will research the statute and compare it to the roles and responsibilities. The approval was tabled until the August meeting.

IX. NEW BUSINESS

A. Hours Survey Results. Kathleen Helsabeck reviewed the results of the online and in-house hours survey with the Board. She noted that most people like the hours the Library is open, but conversely want to see them changed. She also noted that of the 314 responses, 64.6% indicated they would support a tax levy to increase the hours. Fred Witte stated that those numbers were from library users; if a survey was made of the entire community, those numbers could be much different. Ms. Helsabeck reported that the QPL Board approved the winter hours, starting on September 3, 2019, of Monday through Thursday 9:00 a.m. to 8:00 p.m., Fridays and Saturdays 9:00 a.m. to 5:00 p.m. and closed on Sundays. Ms. Helsabeck stated that it will be necessary to hire one or two more part-time staff to cover the additional hours.

B. Kim Akers reported that former TQ Board Member Susan East's husband, Jim, passed way the end of June. No additional details were provided.

C. A copy of the TQ Board Big List was distributed showing the contact information for members of both the TQ and the QPL Boards, as well a committee assignments and liaison assignments for each Board. Kim Akers asked that the Board review the list and inform her of any errors.

There being no further discussion, Janice Riley moved to adjourn the meeting. Malinda Vogel seconded and the meeting adjourned at 6:21 p.m.

Respectfully submitted,
Kimberly Akers