

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
JUNE 13, 2019  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, June 13, 2019, with Fred Witte presiding. The meeting was called to order at 5:31 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, and Lynn Niewohner – QPL Liaison.

**I. APPROVAL OF AGENDA**

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

**II. APPROVAL OF MINUTES**

Charlie Jones moved that the annual meeting minutes of May 20, 2019, be approved as presented. Phyllis Robertson seconded and the motion carried. Charlie Jones then moved that the regular meeting minutes of May 20, 2019, be approved as presented. Phyllis Robertson seconded and the motion carried.

**III. PUBLIC COMMENTS**

No public was in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

No correspondence was presented. Lynn Niewohner was welcomed to the meeting.

**V. DISTRICT REPORTS**

**A. Circulation, Reference, and Events Report:** Bobbi Mock reported that teens were very active at the Library in May. In addition to helping spread the word about the Summer Reading program and volunteering on June 1, 2019, for the Summer Reading Kickoff, teens also walked in the Dogwood Parade for the Library and made dog beds for the Quincy Humane Society. May is Historic Preservation Month, and the Library saw a total of 1,525 searches on the genealogy databases. Library staff presented a short skit at the local elementary schools in May promoting the Summer Reading program. A survey asking for input on possible future library hours is available until June 14 on the Library's website, social media, and in print at the Library's public desks. Board Members were encouraged to complete the survey. Ms. Mock reported that she is on the Alliance Digital Media Library Selection Committee, which met to discuss increases to the fee structure. She noted that the Library consistently ranks as the second highest circulating library in the consortia. Ms. Mock reported that on June 1, 2019, during the Summer Reading Kickoff, the Library had 2,342 checkouts, 273 renewals, and issued 58 new library cards. She estimates that 1,138 patrons visited the Library on that Saturday. Ms. Mock completed her report by highlighting the circulation by material statistics for the end of FY17/18 versus the end of FY18/19. She noted that the numbers did decrease significantly.

**B. Director's Report:** Kathleen Helsabeck presented her written director's report then reviewed the massive amount of information she received while at Director's University. She stated they learned about financing, budgets, staffing, human resources, and best practices for libraries. She highlighted the discussion on the Open Meetings Act, and reminded Board Members that all meetings must be posted 48 hours in advance. A discussion, whether in person or by email, between more than two Board Members or a Board Member and the Director constitutes a meeting. Ms. Helsabeck stated that she and Lynn Niewohner have developed job descriptions for all three Library Boards. She asked that the Board review the descriptions and suggest any changes. She would like for each Board to vote on their job description at the July meetings.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Charlie Jones reported that as of May 31, 2019, the Homebank checking account had a balance of \$127,316.88. There were no checks presented for approval, but Mr. Jones requested approval of the two checks written and signed on May 23, 2019, to open the two new CDs. Charlie Jones moved to approve check #1264 in the amount of \$40,000 written to Homebank and check #1265 in the amount of \$39,034.22 written to Mercantile for a total of \$79,034.22. Malinda Vogel seconded and the motion carried. Mr. Jones noted that the third CD at Homebank will mature in September. Fred Witte stated that the Finance Committee will need to meet before the July TQ meeting to discuss the FY20/21 budget. He noted that the committee still needs one more person to serve, and asked for volunteers. A meeting was scheduled for Thursday, June 27, 2019, at 1:00 p.m. Mr. Witte encouraged any interested Board Members to attend.

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

**B. Public Relations/Advocacy:** Jennifer Harvey reported that the Advocacy Committee met on May 22, 2019. The minutes were included in the Board packet. Kathleen Helsabeck stated that the idea to ask patrons to write thank you notes to their aldermen and the county government was a great success during the Summer Reading Kickoff. The notes were color-coded by wards and will be displayed at an upcoming City Council meeting. Lynn Niewohner stated that those patrons who live in the TQ District were also encouraged to write a note and suggested that the TQ Board consider presenting them at a County Board meeting. The next meeting of the Advocacy Committee will be on Wednesday, July 17, at noon at the Library.

**C. Friends of the Library:** Kathleen Helsabeck reported that the Friends met on June 10 at their annual summer luncheon. 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 did not meet.

**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.

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

#### **VIII. UNFINISHED BUSINESS**

**A. Appointment of Board Committees.** Fred Witte stated that most of the committee appointments are set with the exception of Finance. He again asked for volunteers to serve on that committee, and reminded Board Members that a quorum at both Committee and Board meetings was vital to conducting Board business.

#### **IX. NEW BUSINESS**

**A. Discussion of Information on Website.** Kim Akers stated that Malinda Vogel had asked her to include the term expiration dates of Board Members on TQ's website, and asked if there was any other information the Board would like included on the website. No other suggestions were made. Ms. Akers will update the TQ webpage with the term expiration dates.

**B. Statements of Economic Interest.** The Board was reminded that they need to complete the Statements of Economic Interest as soon as possible. Kim Akers stated that the deadline for the statements is typically May 1, but the County Clerk's Office will accept them whenever they are submitted since the deadline was missed this year.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Phyllis Robertson seconded and the meeting adjourned at 6:19 p.m.

Respectfully submitted,  
Kimberly Akers