

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
AUGUST 22, 2019  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, August 22, 2019, with Fred Witte presiding. The meeting was called to order at 5:35 p.m. **Trustees Present:** Charlie Jones, Malinda Vogel, Janice Riley, Phyllis Robertson, Jennifer Harvey, and Christa Johnson. **Others Present:** Bobbi Mock, Kim Akers, Rob Arnold, and Dwain Preston – QPL Liaison.

President Fred Witte opened the public hearing on Ordinance #FY19/20-1 at 5:35 p.m. There being no comments from the public in attendance, Mr. Witte closed the hearing at 5:36 p.m.

**I. APPROVAL OF AGENDA**

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

**II. APPROVAL OF MINUTES**

Phyllis Robertson moved that the regular meeting minutes of July 11, 2019, be approved as presented. Charlie Jones seconded and the motion carried.

**III. PUBLIC COMMENTS**

There were no comments from the public in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

A letter from the City's Planning and Development Department was received notifying the Board that the property located at 3007 North 12<sup>th</sup> Street is being considered for annexation into the City. The annexation will be discussed at the September 9, 2019, City Council meeting.

**V. DISTRICT REPORTS**

**A. Circulation, Reference, and Events Report:** Bobbi Mock reported that the circulation for July 2019 as compared to July 2018 was down in nearly all areas. Daily traffic figures from July 2019 were also down as compared to June 2019. Library staff attended several webinars and workshops in July. Staff continue to participate in the Blue Cloud Acquisitions test project and are learning how to create orders, input items, and receive materials in the new module. Participation in this year's summer reading program saw fewer returned book logs for children and adults, but teen participation had a slight increase. Attendance at the programs throughout summer reading increased, especially at the kickoff and ending parties.

**B. Director's Report:** Kathleen Helsabeck was absent. Bobbi Mock reported that the Library has hired a new part-time Custodian, part-time Reference Clerk, part-time Circulation Clerk, and a Marketing Coordinator. The Mary Weems Barton/Quincy Public Library Foundation held their annual meeting in August where they approved revisions to the bylaws including increasing the size of the Board from seven to eleven directors. They are asking for input on potential new Board Members. The Library received a \$2,000 grant from the

Community Foundation to underwrite the creation of an architectural database featuring the historic architecture collection of George Irwin.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Charlie Jones reported that the TQ Finance Committee met on July 24 where they discussed the contract between QPL and TQ. The annual contractual payment listed on the public hearing notice for Ordinance #FY19/20-01 was incorrect. The Ordinance to be approved has the correct amount. Fred Witte stated that he was notified by Homebank that the \$150,000 collection development check written to QPL and approved at the July meeting was deposited, but the tax payment from Adams County was late causing the checking account to be overdrawn. Homebank moved funds from the CD to cover the check at no additional cost. When the tax payment was received on July 24, a check was written from the checking account to reimburse the CD. Mr. Witte noted that the CD at Homebank is maturing on September 18, 2019. The Board will discuss options at the September Board meeting. Mr. Jones presented three checks for approval: Payment #2 to QPL in the amount of \$28,225, legal fees to Schmiedeskamp, Robertson, Neu, and Mitchell in the amount of \$948.75, and a donation to QPL in honor of Janice Riley in the amount of \$50.00. There being no discussion, Charlie Jones moved to approve the checks for a total of \$29,173.75. Janice Riley seconded and the motion carried. Kim Akers reported that Charlie Jones signed the Treasurer's Annual Report, which was then published in the Quincy Herald-Whig. A copy of the proof of publication was sent to the Adams County Treasurer's office.

**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 July 17, 2019, where they discussed advocacy efforts at the end of Summer Reading Party and future advocacy goals.

**C. Friends of the Library:** Bobbi Mock reported that the Friends met on August 12 where they approved a disbursement of \$10,000 to the Library to help fund the new self-checkout kiosk and the server project. Ms. Mock noted that the new self-checkout kiosk has been installed and is much quicker than the old station.

## **VII. QPL COMMITTEE REPORTS**

**A. Finance:** Charlie Jones reported that the QPL Finance Committee met on July 18 where they continued the discussion about the \$18,000 infrastructure fee owed to the City. It was reported that Chris Pratt met with the Mayor to discuss the possibility of the City forgiving all or part of the fee to free up more funds to hire the two additional part-time positions needed for the expanded winter hours. The Mayor has not made a decision 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 August 12 in Executive Session to discuss changes to the Library's organizational chart and other personnel matters.

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

**VIII. UNFINISHED BUSINESS**

**A. Discussion and Approval of Appointment for Open Seat.** Fred Witte presented the letter of resignation from Janice Riley. Ms. Riley was given a certificate of appreciation and a check was presented to the Library to purchase materials in Ms. Riley’s honor. Rob Arnold attended the July and August meetings, and indicated his willingness to serve on the Board. There being no further discussion, Charlie Jones moved to approve the appointment of Rob Arnold to the Board. Phyllis Robertson seconded and the motion carried. Mr. Arnold will be sworn in at the September meeting.

**B. Adoption of Ordinance #FY19/20-1.** Charlie Jones moved to adopt Ordinance #FY19/20-1 as presented. Janice Riley seconded and a roll call vote was held with the following results:

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

The motion carried with seven yes votes and zero no votes. Fred Witte and Christa Johnson will sign the ordinance, and Kim Akers will send the signed copy to Bill McCleery for publication.

**C. Approval of TQAPLD Roles and Responsibilities.** At the July meeting, Bill McCleery was tasked with researching whether or not to adopt the roles and responsibilities and if they would constitute a conflict with the state statute. Mr. McCleery was absent; the Board agreed to table this discussion until the September meeting.

**IX. NEW BUSINESS**

**A.** Fred Witte announced that he has asked Malinda Vogel to serve as Vice President after Janice Riley’s resignation. Phyllis Robertson will chair the TQ Policy and Services Committee and serve as the TQ representative to the QPL Policy Committee. Rob Arnold will also serve on the TQ Policy and Services Committee after he is appointed in September.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting. Charlie Jones seconded and the meeting adjourned at 6:12 p.m.

Respectfully submitted,  
Kimberly Akers