

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 12, 2019  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, September 12, 2019, with Fred Witte presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Charlie Jones, Malinda Vogel, Rob Arnold, Phyllis Robertson, Jennifer Harvey, and Christa Johnson. **Others Present:** Kathleen Helsabeck, Bobbi Mock, Kim Akers, Bill McCleery – TQ Attorney, and Angela Ketteman – QPL Liaison.

**I. OATH OF OFFICE**

President Fred Witte administered the Oath of Office to incoming Board Member Rob Arnold.

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES**

Charlie Jones moved to approve the regular meeting minutes of August 22, 2019, as presented. Phyllis Robertson seconded and the motion carried.

**IV. PUBLIC COMMENTS**

There were no comments from the public in attendance.

**V. RECOGNITION OF CORRESPONDENCE AND GUESTS**

Kathleen Helsabeck introduced Michael Hall, a new part-time Circulation Clerk and former TAB president, to the Board. A letter from the City's Planning and Development Department was received notifying the Board that 17 lots located off of North 23<sup>rd</sup> Street are being considered for annexation into the City. Ms. Helsabeck noted that City Planner Chuck Bevelheimer informed her that the City is planning on annexing in quite a few more properties before the Census 2020 count begins. Bill McCleery stated that these annexations negatively affect TQ's tax base, but there's nothing to be done about it.

**VI. DISTRICT REPORTS**

**A. Circulation, Reference, and Events Report:** Bobbi Mock reported that in addition to Michael Hall, the Library also hired Jeanne Cheyne as another part-time Circulation Clerk and Burgundy Hill as the new Marketing Coordinator. Anna Luparell changed positions and is the new part-time Reference Clerk while Sean Waters became the new full-time School Delivery Specialist. Ms. Mock then highlighted the circulations by material for August and noted that August is typically a slow month after summer reading is over and students are going back to school. The Library currently has 19,253 active cardholders and the lockers were used 197 times in August. Antiques appraiser Mark Moran visited the Library again this year and shared his opinions of patron's antiques over a six-hour period; 569 people visited the Library on that day. Over 2,200 QPL items were transferred to other libraries and over 2,500 items were received from other libraries during August. September is Library Card Sign-Up Month and staff are

attending parent nights at many of the area schools to promote library services and sign students up for library cards. A Facebook post went out showcasing Library Card Sign-Up Month, which the City of Quincy also shared on its Facebook page.

**B. Director's Report:** As requested by the TQ Board at their August meeting, Kathleen Helsabeck gave a presentation on potential funding requests for the Library. She stated that the first requests are to help fund three positions: a second part-time programmer at an estimated cost of \$15,600 per year, a full-time IT support person at an estimated cost of \$41,600 per year, and a part-time delivery clerk estimated at \$14,950 per year. She noted that a second adult programmer is needed to expand adult events and there is an increased demand for outreach services requiring an additional delivery clerk. The City has informed the Library that they are being stretched too thin especially with the Police Department moving into the new Adams County Jail, and would like the Library to start handling some of their own IT needs. Malinda Vogel asked if TQ was even able to pay salaries and questioned the annual funding commitment required for employee compensation. Ms. Helsabeck then presented funding requests for equipment including new staff computers (\$31,000), replacing children's furniture (\$3,700), new RFID security gates (\$12,350), additional hold lockers and book drops (\$85,483), an enhanced computer table (\$2,000), a carpet shampooer (\$2,000), and a picnic table for public use (\$700). She noted that the hold lockers have increased in price because the company has changed the style of the lockers and improved the quality. The total price of the hold lockers was broken down into \$72,000 for the lockers and \$13,000 for accompanying book drops. The Board noted that the existing lockers provide good coverage in all corners of the City and average 30-60 uses per month. They questioned the need for more lockers at schools and briefly discussed placing the lockers in other community hubs such as another grocery store or Walmart. Ms. Helsabeck also noted that the Library's current security gates are reaching end of life and have begun to malfunction. New security gates would provide a wider gate platform, a larger sensor range, and include a people counter. She stated that there are currently 68 staff and patron computers in the Library which need to be upgraded to Windows 10. Fifteen desk computers and four OPAC thin clients need to be replaced as well as three new staff laptops and three new barcode scanners need to be purchased. Ms. Helsabeck would also like to reconfigure the current long computer table in the Reference Area to provide more seating and update the wiring. Ms. Helsabeck concluded her presentation by noting two long-term needs. The roof has a 10-year guarantee and is currently nine years old; the replacement cost is estimated at \$100,000. The HVAC system has an estimated lifespan of 15 years and is currently ten years old. The estimated replacement cost of the HVAC system is \$300,000. Fred Witte thanked Ms. Helsabeck for her presentation and asked that she email the presentation to the entire Board. He asked that the Board review the requests and be prepared to discuss them at the October Board meeting. Bill McCleery suggested that the Board discuss setting up a capital projects fund in April or May then prioritize projects to be funded and include the project in their annual budget. He noted that the Board has the ability to increase the District's tax levy to fund the projects.

## **VII. TQ COMMITTEE REPORTS**

**A. Finance:** Charlie Jones reported that TQ has a \$60,000 CD at Homebank that will mature on September 18, 2019. He found the best rate at Homebank, which is offering a 13-month CD at 2.02%, or suggested that the CD could be rolled into the checking account for more immediate funding needs. After a brief discussion, Phyllis Robertson moved to roll the CD into

the checking account when it matures. Malinda Vogel seconded and the motion carried. Mr. Jones then presented three checks for approval: check #1274 payment #3 of 10 to QPL in the amount of \$28,425.00, #1275 to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$891.70, and #1276 to QPL for the approved contribution to the server project in the amount of \$10,000. There being no further discussion, Charlie Jones moved to approve the payments for a total of \$39,316.70. Phyllis Robertson seconded and the motion carried.

**B. Policy and Services:** Phyllis Robertson reported that Policy and Services did not meet.

**C. Public Relations/Advocacy:** Malinda Vogel reported that the Advocacy Committee did not meet.

**D. Friends of the Library:** Kathleen Helsabeck reported that the Friends approved a donation of \$3,300 to fund the purchase of a new digital scanner for the Reference Area. The current scanner has ceased working and needed to be replaced as it is well used by the patrons. Kim Akers reported that the Friends will hold their semi-annual Fall Book sale on October 4, 5, and 6, 2019, in the Large Meeting Room.

### **VIII. QPL COMMITTEE REPORTS**

**A. Finance:** Charlie Jones reported that the QPL Finance Committee did not meet, but may meet soon to discuss the budget.

**B. Policy:** Phyllis Robertson reported that the QPL Policy Committee was scheduled to meet on September 10, 2019, to consider revisions to the Library's Temporary Resident Policy, but no quorum was present at that meeting. The QPL Board reviewed the policy and approved the revisions at their meeting that same night.

**C. Personnel:** Malinda Vogel reported that the QPL Personnel Committee met on August 12, August 29, and September 6, 2019, to discuss the responsibilities and goals of the Board and Library Administration. The next meeting is scheduled for Monday, September 16, 2019, at 1:00 p.m.

**D. Building & Grounds:** Fred Witte reported that the QPL Building and Grounds Committee did not meet. Kathleen Helsabeck reported on the Library's on-going basement leak. Marold Electric dug around the area and discovered that the ground was very wet even though we haven't had much rain in the last few weeks. PSBA engineer Martin Meyer was consulted, and recommended that the Library dig down to the next level and fill the gap with cement, extend the downspout from the roof and run it into the storm drain, and install drain tile also running it to the sewer drain before backfilling the hole. The estimated cost of this repair is \$6,000.

### **IX. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

**X. NEW BUSINESS**

**A. Review of FY18/19 Minutes.** Kathleen Helsabeck reported that two TQ Trustees are needed to review the official TQ records to ensure they are complete. This review is a requirement of the Illinois Public Library Annual Report. Malinda Vogel and Fred Witte volunteered to review the records prior to the October Board meeting.

**B. Illinois Public Library Annual Report (IPLAR).** Kathleen Helsabeck reported that she completed and submitted the IPLAR by the August 30 deadline.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Charlie Jones seconded and the meeting adjourned at 6:40 p.m.

Respectfully submitted,  
Kimberly Akers