

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
OCTOBER 10, 2019  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, October 10, 2019, with Fred Witte presiding. The meeting was called to order at 5:31 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 Lynn Niewohner – QPL Liaison.

**I. APPROVAL OF AGENDA**

Charlie Jones moved to approve the agenda as presented. Phyllis Robertson seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Malinda Vogel moved to approve the regular meeting minutes of September 12, 2019, as presented. Christa Johnson 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 to the Board. Lynn Niewohner from the QPL Board was welcomed to the meeting.

**V. DISTRICT REPORTS**

**A. Circulation, Reference, and Events Report:** Bobbi Mock reported that the daily door counts for September increased over September of 2018 and are the third highest of 2019. She noted that the highest spiking days were Wednesdays from 2:00 to 5:00 when Wii Wednesdays take place. September was National Library Card Sign-up Month, and 161 new patrons received cards. To celebrate the month, three names from the new cardholders were drawn to receive gift cards from area merchants. Ms. Mock noted that circulation numbers for September were up as well as use of the hold lockers and the kiosk. A new children's activity, the "Make and Take" craft program, was introduced in September. Patrons are given the opportunity to pick up a complete craft kit to take home with them or create in the Library. This new program has proven to be very popular with 97 craft kits picked up the first month. Another new children's program is the "Friends and Family Storytime" on Thursday evenings. While it has started out small, the program is increasing attendance each week. Staff and TAB members attended parent nights at local schools to promote library services and encourage library card sign-ups through the e-cards. Three new adult programs were rolled out in September, two of which target the 20s and 30s age group. The Sci-Fi, Horror, and Fantasy Book Group and the Board Game Night have been well received and are expected to increase in popularity. The other new adult program is the Quincy Writer's Workshop to help new writers hone their skills. Ms. Mock concluded her report by announcing that Burgundy Hill has joined the Library staff as the new Marketing Coordinator.

Ms. Hill has already brought several new ideas and procedures to the Library to help increase traffic into the Library, awareness of services, and boost advocacy efforts.

**B. Director's Report:** Kathleen Helsabeck reported that the work to connect the sewer drains under the parking lot has been completed and should stop the leaks in the foundation. The Mary Weems Barton/Quincy Public Library Foundation Board agreed to expand their board, and are currently looking for new board members. Ms. Helsabeck is interviewing people from the community to see if they are a good fit for the Foundation. The 100 Women Who Care selected the Library to be their third quarter charity; she expects a \$10,000 donation in the next few weeks. Staff are working on Big Read plans, which will kick off on January 30, 2020, at the Library. Ms. Helsabeck distributed copies of an article from *Library Journal* about unusual outreach opportunities. She also reported that the Library submitted an article to RAILS as part of their "My Library Is..." program about members of the public speaking about their Library experiences to the City Council along with a video of one of the speakers.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Charlie Jones reported that the \$60,000 CD at Homebank matured on September 18. As approved at the September meeting, Mr. Jones cash in the CD and deposited it into the TQ checking account. Mr. Jones then presented two checks for approval: check #1277 payment #4 of 10 to QPL in the amount of \$28,225.00 and check #1278 to Quincy Herald-Whig in the amount of \$221.71 for the publication of the Treasurer's Annual Report. There being no further discussion, Charlie Jones moved to approve the payments for a total of \$28,452.71. Malinda Vogel seconded and the motion carried. Kim Akers reported that TQ received their Per Capita Grant on September 25 in the amount of \$13,901.25, which was deposited into their checking account. She will write a check transferring the funds to QPL at the November meeting.

**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 had another successful Fall Book Sale and realized nearly \$3,000. At their October 14 meeting, Ms. Helsabeck plans to request a donation of \$1,700 to help fund a new AWE computer for the Children's Area to replace one that has ceased working and \$630 to purchase a new hand puppet stage also in Children's.

## **VII. 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 did not meet.

**C. Personnel:** Malinda Vogel reported that the QPL Personnel Committee met on September 16, 2019, to discuss the roles and responsibilities of the director and the board to

better understand the duties of each. The next meeting is scheduled on Monday, October 14, 2019, at noon.

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

### VIII. UNFINISHED BUSINESS

**A. Discussion of QPL Funding Presentation.** Fred Witte began the discussion by stating that as of the end of September, TQ has approximately \$308,000 in its checking account and another \$200,000 in CDs. The total amount of the items of the funding requests presented by Kathleen Helsabeck at the September TQ Board meeting was \$137,233 in equipment and \$70,600 in staff. Of the total equipment cost, \$85,483 of that was for new hold lockers. Charlie Jones stated that he feels the current hold lockers are adequate covering all corners of the community and would like to see the funds put to better use. Rob Arnold asked what kind of an obligation TQ had to spend its funds. Fred Witte gave a brief history of the Library's wish for an east end branch and TQ's role in putting aside funds for that branch. However, that endeavor proved to be too costly so TQ helped to fund the lending kiosk and hold lockers to provide library service beyond the main campus. Mr. Witte noted that TQ currently has a surplus of funds which they would like to spend down to benefit QPL. Mr. Witte stated that he would like to see TQ hold onto the funds in the CDs for future large expenses such as the HVAC and roof replacement. Lynn Niewohner stated that QPL is looking to establish a designated fund in which to save money for future large expenses, and thanked TQ for wanting to help with those costs. He noted that without the cost of the hold lockers, the remaining equipment purchases amount to \$51,750. Malinda Vogel stated that she feels it is not TQ's responsibility to fund the payroll costs for Library staff, and noted that this question has come up in the past with the same views expressed. Mr. Witte stated that it's possible that TQ could pay for at least the salary of an IT person, but couldn't guarantee funding for the position beyond a year. There being no further discussion, Malinda Vogel moved to fund the purchase of all equipment except the hold lockers for a total cost of \$51,750. Charlie Jones seconded. A roll call vote was held with the following results:

Jennifer Harvey	yes	Rob Arnold	yes
Christa Johnson	yes	Malinda Vogel	yes
Charlie Jones	yes	Phyllis Robertson	yes
Fred Witte	yes		

The motion carried with seven yes votes and zero no votes. Ms. Helsabeck thanked the TQ Board for their generosity.

**B. Report on Review of FY18/19 Minutes.** Fred Witte and Malinda Vogel reported that they reviewed the official record of the TQ Board for FY18/19 and found no issues.

### IX. NEW BUSINESS

**A. Christmas Committee Request.** A letter from the 2019 Christmas Committee was received inviting the TQ Board to the annual Staff and Board Christmas party on Thursday, December 19, 2019, from noon to 3:00 p.m. at the Library. The Committee also requested a

donation of \$800 from the TQ Board to help offset the costs of the party. There being no discussion, Charlie Jones moved to approve the funding request of \$800. Malinda Vogel seconded and the motion carried.

**B. Levy Ordinance #FY19/20-2.** A copy of the notice of public hearing for Levy Ordinance #FY19/20-2 was included with the Board packet. Bill McCleery stated that the notice will be published in the newspaper and the hearing will occur at the November 14, 2019, TQ Board meeting. There being no further discussion, Charlie Jones moved to approve the Levy Ordinance for publication as presented. Phyllis Robertson seconded and the motion carried.

**C. Per Capita Grant Requirement.** Kathleen Helsabeck stated that one of the requirements for the 2020 Per Capita Grant application requires that library staff and trustees complete one online educational opportunity focusing on organizational management. RAILS created a list of online webinars that fulfill this requirement. Ms. Helsabeck chose “Budget and Levy Secrets for Libraries” for both the QPL Board and TQ Board to watch. This video explains the best practices for planning and presenting annual budgets and tax levy ordinances for municipal and district public libraries. In the video, the presenter noted that district libraries no longer have to publish their Treasurer’s Annual Report, but can simply publish a notice that the report is available for public viewing. Kim Akers stated that TQ still publishes its annual report simply because it is small enough that the cost to publish a notice would be comparable to the cost of publishing the actual report. Bill McCleery noted that the current TQ levy is .013 but TQ could levy up to .015 without a referendum. However, if the TQ levy results in more than a 5% increase over the previous year’s levy, it would have to publish a black border notice in the newspaper.

**D.** Fred Witte reported that Mary Venvertloh, a founding member of the TQ Board who served from 1993 to 1999, passed away on September 17, 2019. He noted that even though no one currently on the TQ Board served with Mrs. Venvertloh, she was an integral part of the original TQ Board. Mr. Witte asked if the Board would like to send a donation to the selected memorial, Blessing Hospice, in her name. Phyllis Robertson suggested purchasing one of the pieces of equipment approved by the TQ Board in her name and possible placing a plaque noting the memorial on the equipment. Dr. Robertson moved to purchase equipment as a memorial to Mary Venvertloh and send a letter to the family noting the donation. Malinda Vogel seconded and the motion carried.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting. Rob Arnold seconded and the meeting adjourned at 6:40 p.m.

Respectfully submitted,  
Kimberly Akers