

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

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Tuesday, December 10, 2019, with Fred Witte presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Charlie Jones, Malinda Vogel, Rob Arnold, Jennifer Harvey. **Trustees Absent:** Phyllis Robertson and Christa Johnson. **Others Present:** Kathleen Helsabeck, Kim Akers, and Judy Crocker – QPL Liaison.

**I. APPROVAL OF AGENDA**

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

**II. APPROVAL OF MINUTES**

Charlie Jones moved to approve the regular meeting minutes of November 14, 2019, as presented. Malinda Vogel seconded and the motion carried.

**III. PUBLIC COMMENTS**

There were no public in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

No correspondence was presented to the Board. Judy Crocker from the QPL Board was welcomed to the meeting.

**V. DISTRICT REPORTS**

**A. Circulation, Reference, and Events Report:** Kathleen Helsabeck reported that the daily door counts have been trending higher each month, especially on Mondays and Wednesdays. The average checkouts per day show that the majority of checkouts occur between 11:00 a.m. and 5:00 p.m. Circulation by material numbers show that the use of the digital materials such as ADML and Hoopla are higher than November of 2018. Two more children have reached the 1,000 books milestone in the 1,000 Books Before Kindergarten program. The Hummel twins, very active library users even at two-years-old, recently reached their reading goal. The Cheryl Kaiser Dance Theater brought an abbreviated version of “The Nutcracker” to the Library on November 16. Patrons enjoyed the dancers and the costumes. Another popular program was the presentation on Native American Traditions by the Standing Bear Council. They brought traditional Native American artifacts to show to the patrons and presented a very comprehensive program for Native American Heritage Month. Teens enjoyed the Chocolate Olympics and were challenged by chocolate-themed races and games. Rob Arnold stated he brought his little brother from the Big Brother Program and his sibling, both of whom enjoyed the event. Staff are finishing up plans for the Big Read scheduled to kick off the end of January and run through February to correspond with Black History Month.

**B. Director’s Report:** Kathleen Helsabeck reported that the new security gates have arrived from Bibliotheca but they are not the same footprint as the old gates. The old gates have

been removed, but we are waiting on electrical and tile work to finish installing the new security gates. Five new board members for the Mary Weems Barton/Quincy Public Library Foundation have been selected and three were appointed at the December 5 meeting. Ann Scott has been coming in of an evening to help train new Financial Manager Edna Zanger and help her become more familiar with the accounting system. Ms. Helsabeck stated she is working with Marty Stegeman from the City Transit Department to implement a program to offer free children's books on City busses. These books are leftovers from a recent grant and the Friends of the Library fall book sale.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Charlie Jones presented two checks for approval: check #1286 to Quincy Public Library in the amount of \$28,225 for payment #6 of 10 and check #1287 to the Quincy Public Library in the amount of \$1,900 for the annual staff holiday gift. Mr. Jones stated that the TQ Board traditionally gives each staff member \$50 as a thank you for all their hard work. He noted that this will come out of the Staff Christmas Party, Gifts, Memorials line, which will overspend that line by \$350. At the end of the fiscal year, TQ will revise their budget to move funds from another budget line. There being no further discussion, Charlie Jones moved to approve the payments for a total of \$30,125, and move funds from another budget line at the end of the fiscal year. Malinda Vogel seconded and the motion carried. Kim Akers was asked to prepare a letter from the TQ Board to the staff, which will be handed out at the December 19 Staff and Board Christmas luncheon.

**B. Policy and Services:** Phyllis Robertson was absent. 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 recently held their annual holiday luncheon on December 9. No donation requests were made at that time.

## **VII. QPL COMMITTEE REPORTS**

**A. Finance:** Charlie Jones reported that the QPL Finance Committee met on November 25 where they approved revisions to the FY19/20 budget and discussed the draft FY20/21 budget. Kathleen Helsabeck stated that she is working on getting a quote for liability, property, worker's compensation, and D & O insurance from a carrier that specializes in library insurance rather than staying with the City and paying a higher premium. The committee has scheduled a meeting for Monday, January 6, 2020, to discuss the FY20/21 budget and the insurance quotes.

**B. Policy:** Phyllis Robertson was absent. The QPL Policy Committee is scheduled to meet at 5:45 p.m. on December 10, 2019.

**C. Personnel:** Malinda Vogel reported that the QPL Personnel Committee was scheduled to meet with the Union business representative Kevin Broemmer on December 5, but he had to cancel the meeting. That meeting has not been rescheduled as yet.

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

### **VIII. UNFINISHED BUSINESS**

No unfinished business was brought before the Board.

### **IX. NEW BUSINESS**

**A. Per Capita Grant Requirement.** As the final requirement for this year's Per Capita Grant application, Katie Kraushaar did a presentation for both the TQ and the QPL Boards on the Illinois Digital Archives, the Illinois Digital Heritage Hub, and the Digital Public Library of America.

**B. January and February 2020 TQ Board Meetings.** Fred Witte stated that there is typically no pending business for the TQ Board to discuss in January or February other than the approval of the contractual payments to QPL and any other bills. There being no discussion, Charlie Jones moved to cancel the January and February 2020 TQ Board meetings and approve payments number seven and eight to the Quincy Public Library. He further moved that if there is a need, the Board will meet. Rob Arnold seconded and the motion carried. Mr. Jones and Mr. Witte will sign the checks.

**C.** Malinda Vogel stated that Phyllis Robertson was featured in the most recent edition of the *ArtsQuincy* magazine.

There being no further discussion, Charlie Jones moved to adjourn the meeting. Jennifer Harvey seconded and the meeting adjourned at 5:50 p.m.

Respectfully submitted,  
Kimberly Akers