

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 12, 2020  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, March 12, 2020, 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, and Christa Johnson. **Trustees Absent:** Jennifer Harvey. **Others Present:** Kathleen Helsabeck, Burgundy Hill, Bobbi Mock, Kim Akers, and Cheryl Predmore – 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**

Charlie Jones moved to approve the regular meeting minutes of December 10, 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**

Thank you letters from Library staff were presented to the Board thanking them for the TQ holiday gift. An annexation notice notifying the Board that nine properties near 24<sup>th</sup> and Locust were being annexed into the City was presented to the Board.

**V. DISTRICT REPORTS**

**A. Circulation, Reference, and Events Report:** Bobbi Mock reported on the heat map included in the Library Report, which shows the average daily door count by hour from September 1, 2019, to February 29, 2020. This map shows consistent traffic numbers with the slowest hours of operation being the first and last hours of the day. Circulation by material numbers continue to rise or at least remain steady. Ms. Mock reported that 143 new patrons signed up for a library card, and 315 library cards were renewed in February of 2020 as compared to only 65 cards renewed in February of 2019. She attributed this increase to a recent effort that notifies patrons when their cards are expiring. Ms. Mock also noted that the annual Illinois Interlibrary Loan material traffic survey (ILLINET) and the annual Illinois State Library Certification were completed in February.

Burgundy Hill reported that this year's Big Read was a great success with increased program attendance especially for adults and teens as well as increased school participation and lots of positive comments about the book selection. Programming staff are working on finalizing plans for summer reading and are adding a new online tracking component to this year's program. Reference staff are getting ready for Census 2020. Three computers have been designated as

census only, and will be made available to anyone who wants to complete their census regardless of their library card status.

**B. Director's Report:** Kathleen Helsabeck reported that the staff have been reorganized, and Burgundy Hill was promoted to the position of Assistant Director and Marketing Coordinator. Team Leader positions have been created and will be filled in the coming months. Ms. Helsabeck stated that she is working on revisions to the current budget and working with the City on the draft FY20/21 budget. To that end, she has been meeting with aldermen to discuss the Library's Strategic Plan and the need for increased funding by the City. She has also been working with Will Matlick to develop a building maintenance plan for the next year and will be presenting that plan to the Building & Grounds Committee soon. Ms. Helsabeck stated that the Library is working closely with the Adams County Health Department to stay on top of the increasing concern over the COVID-10 virus. The Library has increased its cleaning and sanitizing efforts, and is following accepted guidelines to remain open to the public. She reported that the QPL Board would like to start meeting with the presidents of the TQ Board, Foundation Board, and Friends of the Library twice a year to discuss funding options for additional projects and equipment for the Library. More information about this effort will be made available in the coming months.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Charlie Jones presented one check for approval: check #1290 to Quincy Public Library in the amount of \$28,225 for payment #9 of 10. There being no discussion, Charlie Jones moved to approve the payment as presented. Malinda Vogel 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 are working on their upcoming Spring Book Sale to be held April 2, 3, and 4, 2020. Phyllis Robertson asked if the Friends participated in the Amazon Smile program, and if the public was aware of this opportunity to support the Friends. Burgundy Hill stated that they do, and the information is on the Library's website as well as publicized periodically on the Friends and the Library's Facebook pages. Ms. Helsabeck stated that the Friends also sell antique and collectible books on Ebay, which has proved to be a very lucrative venture.

## **VII. QPL COMMITTEE REPORTS**

**A. Finance:** Charlie Jones reported that the QPL Finance Committee did not meet, but will need to meet to discuss further changes to the FY20/21 budget and insurance quotes.

**B. Policy:** Phyllis Robertson reported that the QPL Policy Committee was supposed to meet on March 10, but that meeting was canceled. It has not been rescheduled at this time.

**C. Personnel:** Malinda Vogel reported that the QPL Personnel Committee met several times since December, but no minutes were recorded for those meetings. The Committee discussed and approved the staff reorganization chart, and continues to work on preparing for the upcoming Labor Agreement negotiations.

**D. Building & Grounds:** Fred Witte reported that the QPL Building and Grounds Committee did not meet. He asked if the Library had experienced any new problems with the HVAC. Kathleen Helsabeck stated that everything has been working relatively well, and only had two small issues that have since been resolved.

## **VIII. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

## **IX. NEW BUSINESS**

**A. Per Capita Grant Application.** A copy of the completed and submitted Per Capita Grant application for FY20/21 was included in the Board packet.

**B.** Fred Witte reported that Rob Arnold has informed him he will be moving out of the Quincy area and will be resigning his seat on the TQ Board. Mr. Witte asked if anyone knew of someone who would like to serve on the TQ Board, please let him know. He also emphasized the need to have a quorum at all of the upcoming meetings since there will be one less Board member until Mr. Arnold's seat is filled. Kathleen Helsabeck stated that she still has the list of potential Board members from when Mr. Arnold was appointed, which she will share with Mr. Witte. Mr. Witte also stated that his term and that of Charlie Jones expires in July of 2021, and they will not be running for re-election.

**C.** Kathleen Helsabeck reported that part-time Circulation Clerk Michael Hall has resigned his position. Bobbi Mock is interviewing potential candidates for the position. She also announced that Edna Zanger has resigned her position as Financial Manager and will leave the Library on March 18. The Library is currently seeking applicants for that position, but has not started the interview process.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Phyllis Robertson seconded and the meeting adjourned at 6:03 p.m.

Respectfully submitted,  
Kimberly Akers