

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING (via Zoom online)
APRIL 16, 2020
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met via Zoom online on Thursday, April 16, 2020, with Fred Witte presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Charlie Jones, Malinda Vogel, Jennifer Harvey, and Christa Johnson. **Trustees Absent:** Phyllis Robertson. **Others Present:** Kathleen Helsabeck, Bobbi Mock, Kim Akers, Bill McCleery – TQ Attorney, and Chris Pratt – QPL Liaison.

I. APPROVAL OF AGENDA

Christa Johnson moved to approve the agenda as presented. Malinda Vogel seconded and the motion carried.

II. APPROVAL OF MINUTES

Charlie Jones moved to approve the regular meeting minutes of March 12, 2020, as presented. Christa Johnson seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

Chris Pratt from the QPL Board was welcomed to the meeting. An annexation notice notifying the Board that three properties near 24th and Locust were being annexed into the City was included in the Board packet.

V. DISTRICT REPORTS

A. Director's Report: Kathleen Helsabeck reported that at a special meeting on April 7, 2020, the QPL Board voted to furlough all but three of the library staff. Ms. Helsabeck, Kim Akers, and Will Matlick are still working. She noted that before the Library furloughed staff and stopped filling holds, the four banks of hold lockers were full all the time. She thanked the TQ Board for the purchase of this great resource. Ms. Helsabeck presented the FY20/21 draft budget to the City Council on April 13, and was told to cut at least \$100,000 from the budget due to expected revenue losses. Chris Pratt asked why the City was expecting losses in property tax because property taxes are paid in arrears; any loss from that source will come in the FY21/22 budget year. Ms. Helsabeck stated that the City expects most of the losses to come from sales tax revenue and PPRT. She concluded her report by stating that she is working on a reopening plan for the staff and library.

VI. TQ COMMITTEE REPORTS

A. Finance: Charlie Jones presented one check for approval: check #1291 to Quincy Public Library in the amount of \$28,225 for the final contractual payment. There being no discussion, Charlie Jones moved to approve the payment as presented. Jennifer Harvey seconded and the motion carried. Bill McCleery stated that because the Library closed and was no longer offering service to the TQ residents, the Library was technically in default of the contract. TQ has the

right to stop contractual payments. Mr. McCleery suggested that since it was the final payment, to go ahead and pay it in good faith, and possibly consider making a donation to the Library to offset some of the unexpected costs and budget reductions as a result of the closure. Fred Witte stated he would like to see something done for the staff as they are the Library's most important asset. Mr. Jones noted that TQ's fiscal year does not end until June 30, which is plenty of time to make a decision. He asked that the Board discuss possible funding options at their May Board meeting. Chris Pratt suggested that Mr. Witte contact Lynn Niewohner to discuss the situation.

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 are concerned about the staff and are working on doing something for the staff once they come back to work.

VII. QPL COMMITTEE REPORTS

A. Finance: Charlie Jones reported that the QPL Finance Committee met on April 8 where they discussed the Library's liability insurance. After comparing rates and policies, the Committee recommended that the Library contract with Libraries of IL Risk Agency (LIRA) for its general liability, property, automobile, public official liability, and workers compensation insurance. The QPL Board approved this recommendation at their April 14 meeting. Mr. Jones then asked about the status of the Library's Financial Manager position. Kathleen Helsabeck reported that Edna Zanger resigned her position on March 18. The Library advertised for a replacement, but no possible candidates have been identified. Lynn Niewohner recommended that Ms. Helsabeck contact accounting firms to see if they would be interested in contracting with the Library to provide accounting services. Ms. Helsabeck contacted several firms, but none have been interested so far. She reported that the City has indicated that they are not willing to train anyone on the AS400 software, but have offered to handle the Library's accounting at no cost. Chris Pratt stated that the QPL Board is concerned about becoming more involved with the City after they removed the Library from their health insurance and made other moves to distance the Library from the City.

B. Policy: Phyllis Robertson was absent. The QPL Policy Committee did not meet, but will be meeting soon.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee did not meet, but will be meeting soon.

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

VIII. UNFINISHED BUSINESS

A. Search for New TQ Board Member. Fred Witte stated that Rob Arnold resigned his seat at the March meeting, and has since moved out of the area. He is asking the Board to think of possible candidates to fill the remainder of Mr. Arnold's term. Mr. Arnold replaced Janice

Riley, who was re-elected to a six-year term in 2019, but resigned her seat in August of that same year. The person who fills this vacancy will need to run for election in the 2021 consolidated election for the remainder of that six-year term, which will expire in 2025. Mr. Witte asked Board Members to contact him with the names of any possible candidates as soon as possible.

IX. NEW BUSINESS

A. Kim Akers reminded the Board that their May meeting will be the annual meeting, and is required to be held on the third Monday in May. It was agreed that the meeting will be held at 5:30 p.m. on Monday, May 18, 2020, with the location to be determined.

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

Respectfully submitted,
Kimberly Akers