

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING (via Zoom online)
MAY 18, 2020
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met via Zoom online on Monday, May 18, 2020, with Fred Witte presiding. The meeting was called to order at 5:35 p.m. **Trustees Present:** Charlie Jones, Malinda Vogel, Jennifer Harvey, Phyllis Robertson, Susan Schmitz, and Christa Johnson. **Others Present:** Kathleen Helsabeck, Kim Akers, and Dwain Preston – QPL Liaison.

I. OATH OF OFFICE. President Fred Witte administered the Oath of Office to incoming Trustee Susan Schmitz.

II. APPROVAL OF AGENDA

Malinda Vogel moved to approve the agenda as presented. Phyllis Robertson seconded and the motion carried.

III. APPROVAL OF MINUTES

Christa Johnson moved to approve the regular meeting minutes of April 16, 2020, as presented. Charlie Jones seconded and the motion carried.

IV. PUBLIC COMMENTS

There were no public in attendance.

V. RECOGNITION OF CORRESPONDENCE AND GUESTS

Dwain Preston from the QPL Board was welcomed to the meeting. No correspondence was presented to the Board.

VI. DISTRICT REPORTS

A. Director's Report: Kathleen Helsabeck reported that the QPL Board approved the reopening plan, which brings several staff members back from furlough starting the week of May 25. Bobbi Mock and Burgundy Hill returned from furlough on May 18 and immediately started working with Ms. Helsabeck on a detailed reopening plan. Charlie Jones asked what services will be initially restored. Ms. Helsabeck replied that the Library will not be open to the public until at least the first week in June, but she plans on restarting the use of the hold lockers by the end of May to get materials to the patrons. If use of the lockers cannot keep up with the demand, she will look at instituting a curbside pick-up service in addition to the lockers. She also noted that all returned materials have been and will continue to be quarantined for at least 72 hours before anyone touches them.

VII. TQ COMMITTEE REPORTS

A. Finance: Fred Witte presented one check for approval: check #1292 to Schmiedeskamp, Robertson, Neu, & Mitchell for \$309.25 for legal fees. There being no discussion, Charlie Jones moved to approve the payment as presented. Malinda Vogel seconded and the motion carried. Mr. Witte noted that TQ has a \$100,000 CD that will mature on June 23, 2020, and another

\$100,000 that will mature in August. He asked that the Board consider cashing in one of the CDs to provide additional funding to the Library.

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: Kim Akers reported that the Friends mailed a grocery gift card to all of the staff after they were furloughed along with a note of encouragement.

VIII. QPL COMMITTEE REPORTS

A. Finance: Charlie Jones reported that the QPL Finance Committee did not meet.

B. Policy: Phyllis Robertson reported that the QPL Policy Committee met on April 22, 2020, the minutes of which were included in the packet.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee met on April 30 and again on May 11, 2020. The minutes from the April 30 meeting were included in the packet. Ms. Vogel stated that the committee continues to work on defining goals for the Library as well as outlining the responsibilities of the Board and the Executive Director.

D. Building & Grounds: Fred Witte reported that the QPL Building and Grounds Committee met on May 7, 2020, where they discussed the FY20/21 building projects list, which was included with the minutes. Mr. Witte noted that the largest project involves repairing and replacing some of the Dryvit on the outside of the building at an estimated cost of over \$67,000. The next project is the replacement of windows in the reference area and children's craft area at an estimated cost of \$24,000. The presidents of the two Boards as well as the president of the Foundation Board and the Friends of the Library will meet to discuss the project list and funding options. Mr. Witte asked that the TQ Board consider spending the \$100,000 from the maturing CD to fund some of these projects. He asked that the Board be prepared to discuss this at the June meeting.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

A. Committee Appointments. Fred Witte stated that he would like to keep Charlie Jones and himself on the Finance Committee as well as new treasurer Jennifer Harvey. Mr. Witte asked the TQ Board to let him know if they would like to keep their current committee assignments and/or request new ones. He will announce the appointments at the June meeting.

B. Approval of Non-Resident Fee. Phyllis Robertson moved to approve the FY20/21 Non-Resident Fee of \$100 as presented, effective June 1, 2020. Charlie Jones seconded and the motion carried.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Phyllis Robertson seconded and the meeting adjourned at 6:09 p.m.

Respectfully submitted,
Kimberly Akers