

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 11, 2020
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met in person and via Zoom online on Thursday, June 11, 2020, with Fred Witte presiding. The meeting was called to order at 5:35 p.m. **Trustees Present:** Charlie Jones, Jennifer Harvey, Phyllis Robertson, Susan Schmitz, and Christa Johnson. **Trustees Absent:** Malinda Vogel. **Others Present:** Kathleen Helsabeck, Bobbi Mock, Burgundy Hill, 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

Phyllis Robertson moved to approve the annual meeting minutes of May 18, 2020, as presented. Charlie Jones seconded and the motion carried. Jennifer Harvey moved to approve the regular meeting minutes of May 18, 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

Cheryl Predmore from the QPL Board was welcomed to the meeting. No correspondence was presented to the Board.

V. DISTRICT REPORTS

A. Circulation and Events Report: Bobbi Mock reported that from May 27 through May 29, the Library checked out 771 items and filled the lockers 130 times. During that same time period, staff answered over 900 phone calls. During the entire month of May, the kiosk had 60 checkouts as compared to 40 in April, and Overdrive had 2,701 checkouts. Ms. Mock stated that contactless homebound deliveries had been reinstated and patrons were allowed back into the building on June 8. She also announced that the new RSACat Mobile App went live and encouraged Board Members to download the app onto their device. Burgundy Hill reported that staff were excited to come back to work, and their morale was high even when faced with several computer issues upon their return. Staff have begun offering virtual storytimes and crafts, and are working on the virtual summer reading program to begin in July. Fred Witte stated his mother had dropped by the Library, and thanked the staff for their friendliness and helpfulness.

B. Director's Report: Kathleen Helsabeck reported that the Library is looking forward to moving into Phase 4 on July 6. At that time, the Library will go back to regular summer hours, allow gatherings of 50 people or less, and begin some in-person programming. The Library is applying for a CARES grant through the Institute of Museum and Library Services to address

economic recovery in the community. Through this grant, the Library would acquire new laptops, tablets, a 3D printer, and tablet stations to help the community learn new technology, support small business, and provide computer training. Ms. Helsabeck reported that all three parking lots have now been resurfaced, and the Circulation and lobby areas were repainted.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that TQ had a balance of \$80,526.20 in its checking account as of May 29, 2020. She stated that a \$100,000 CD at Homebank will mature on June 22, 2020, and researched area CD rates in case the Board would like to reinvest the CD. Charlie Jones reminded the Board that the Finance Committee needs to meet before the July Board meeting to begin discussions about the budget and levy ordinances.

B. Policy and Services: Phyllis Robertson reported that Policy and Services did not meet.

C. Public Relations/Advocacy: The Advocacy Committee did not meet. Fred Witte announced that Charlie Jones has agreed to chair this committee and will be the TQ member of the QPL Ad Hoc Advocacy Committee.

D. Friends of the Library: Kathleen Helsabeck reported that the Friends' Executive Committee met on June 8 where they decided to reopen the Secondhand Prose Bookstore on June 23 following social distancing guidelines. They are not accepting donations until July 6.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that the QPL Finance Committee did not meet.

B. Policy: Phyllis Robertson reported that the QPL Policy Committee met on May 26, 2020, where they discussed and approved the QPL Coronavirus Policy.

C. Personnel: Malinda Vogel was absent. The QPL Personnel Committee met on May 11, 2020, the minutes of which were included in the Board packet.

D. Building & Grounds: Fred Witte reported that the QPL Building and Grounds Committee did not meet. Mr. Witte stated that he and the presidents of the QPL Board, Mary Weems Barton/Quincy Public Library Foundation, and Friends of the Library are scheduled to meet on Tuesday, June 16, 2020, at 10:45 a.m. to discuss funding the projects on the building plan presented at the May meeting. That funding list includes two large projects – repairing and repainting the Dryvit on the outside of the building and replacing windows in the reference area and children's craft area. There are three estimates for the Dryvit which range from \$117,921 to \$64,625. The repairs to the windows are estimated at \$24,000. Mr. Witte proposed cashing in the \$100,000 CD that matures on June 22 and using some of the funds to help with these and other projects. Charlie Jones and Jennifer Harvey noted that TQ has held on to these extra funds in the hope that a new east end branch would be built, but that is not going to happen. Mr. Jones stated that he would like to see the Board phase out the CDs over the course of the next four years, divesting itself of the funds in \$50,000 increments. The other \$100,000 CD matures on August 23, 2020. After a brief discussion, Charlie Jones moved to cash in the \$100,000 CD on June 22 and deposit all of the funds into the checking account. Christa Johnson seconded and the

motion carried. It was agreed that Mr. Witte will inform the joint committee that TQ is willing to fund up to \$50,000 for the projects with the possibility of donating more in the future. Cheryl Predmore thanked the TQ Board for their generosity and consideration of the extra funding.

VIII. UNFINISHED BUSINESS

A. Committee Appointments. Fred Witte reported that with the appointment of Charlie Jones to the Public Relations/Advocacy Committee all of the appointments are complete.

B. Discussion of Additional Funding to QPL. This item was addressed during the QPL Building and Grounds Committee report.

IX. NEW BUSINESS

A. Strategic Plan Review. Bobbi Mock reviewed the Library's Strategic Plan noting several objectives that have been achieved.

Kim Akers stated documents explaining the budgeting and levy process, the history of TQ, a monthly checklist, and an explanation of the TQ and QPL committees was included in the Board packet.

There being no further discussion, Charlie Jones moved to adjourn the meeting. Phyllis Robertson seconded and the meeting adjourned at 6:31 p.m.

Respectfully submitted,
Kimberly Akers