

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
JULY 16, 2020  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, July 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, Phyllis Robertson, and Christa Johnson. **Trustees Absent:** Susan Schmitz. **Others Present:** Kathleen Helsabeck, Bobbi Mock, Burgundy Hill, Kim Akers, Bill McCleery – TQ Attorney, and Chris Pratt – QPL Liaison.

President Fred Witte reported that City Councilman and QPL Board Member Tom Ernst passed away over the weekend as a result of a car accident. He asked for a moment of silence in his memory.

**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 June 11, 2020, as presented. Phyllis Robertson 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. A letter from Secretary of State Jesse White was received awarding TQ a Per Capita Grant in the amount of \$13,901.25.

**V. DISTRICT REPORTS**

**A. Circulation and Events Report:** Burgundy Hill reported that the summer reading program began in late June and already has 330 patrons registered through Beanstack. Staff have heard many positive comments about the online aspect of the program. Patrons say they appreciate the ability to track the number of minutes read rather than the amount of books read. Paper logs are still available for those patrons who prefer not to use the Beanstack app. Staff presented 19 online programs in June, and have begun to offer some physical programs as well as virtual programs in July. In-person programs are restricted to no more than 50 people in attendance and masks must be worn. Ms. Hill noted that staff are still experiencing computer issues after the server move, but one of the microfilm machines was able to be updated before patrons were allowed back in the building. Bobbi Mock reported that teens enjoyed their first program of the summer – a Welcome Back Sidewalk Chalk drawing program on June 10. They also had an opportunity to show off their creative side with a flag artwork program in early July. Ms. Mock again thanked the TQ Board for their generosity in providing lockers for the Library. Locker use has increased 154% over last June, and the lockers are consistently full with 455

patrons using the lockers in June. RSA resumed their pick-up and delivery service on June 29. QPL returned over 1,000 items that belonged to other RSA libraries that were held at QPL during the shutdown. Ms. Mock reported that homebound deliveries and deliveries to some institutions have resumed with staff using totes to avoid direct contact with patrons. Ms. Mock noted that the historic newspaper project is nearly complete. The Library is waiting on the City IT department to finish indexing the archive to make it searchable. As soon as it is complete, a press release will be sent out announcing the updates to the archive.

**B. Director's Report:** Kathleen Helsabeck reported that the Library currently has six vacancies. The City of Quincy is under a hiring freeze, but Mayor Moore agreed to allow the Library to hire for three positions – a part-time Reference Librarian, a part-time Reference Clerk, and a part-time Circulation Clerk. The Library is also hiring for a part-time Custodian and is looking for a part-time Financial Manager. Ms. Helsabeck pointed out the two graphs in the Circulation and Events report showing the increase in locker usage and digital services.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Jennifer Harvey reported that TQ had a balance of \$152,814.17 in its checking account as of June 30, 2020. She stated that, as authorized by the Board, she cashed in the \$100,000 CD at Homebank on June 22, 2020, and deposited the entire amount into the checking account. Ms. Harvey presented two checks to the Board for approval: Payment #1 of ten to the Quincy Public Library in the amount of \$29,354.00 and a check to O'Brien Insurance for payment of the annual commercial insurance coverage in the amount of \$229.00. Malinda Vogel moved to approve the two payments in the amount of \$29,583.00. Charlie Jones seconded and the motion carried. Ms. Harvey reported that the TQ Finance Committee met on July 1 to discuss the budget ordinance. They agreed to increase the special projects line to \$110,000 to reflect the additional \$50,000 funding to QPL, increase the staff gifts to \$4,400, and reduce the expected interest revenue to \$2,000. Ms. Harvey stated the interest decrease was because she cashed in one of the two \$100,000 CDs, and the checking account earns less interest than a CD. She asked Bill McCleery about the contingent fund of \$200. Mr. McCleery stated that it is a standard expense and amount in case revenue is less than expected. Kathleen Helsabeck asked Ryan Niekamp about the \$7,500 shortfall in tax revenue, but he did not have an answer. The Board speculated that it was because of annexations into the City, but Mr. McCleery will look into the matter.

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

**C. Public Relations/Advocacy:** Charlie Jones reported that the Advocacy Committee did not meet.

**D. Friends of the Library:** Kathleen Helsabeck reported that the Friends' Executive Committee met to discuss the Library's building needs list. They agreed to fund \$7,250 of the projects with the possibility of funding more in the future. She stated they were not willing to fund more as they were unable to hold their spring book sale and their bookstore was closed for two months. They are planning on holding a fall book sale in October, and the bookstore opened on July 6. The Friends are not accepting donations until further notice as they are unable to quarantine the materials adequately.

## **VII. QPL COMMITTEE REPORTS**

- A. Finance:** Jennifer Harvey reported that the QPL Finance Committee did not meet. The committee was supposed to meet on July 13, but that meeting was canceled and has not been rescheduled yet.
- B. Policy:** Phyllis Robertson reported that the QPL Policy Committee met on June 26 where they continued the discussion of the Sick Leave Bank Policy. The minutes were included in the Board packet.
- C. Personnel:** Malinda Vogel reported that the QPL Personnel Committee did not meet.
- D. Building & Grounds:** Fred Witte reported that the QPL Building and Grounds Committee did not meet.

## **VIII. UNFINISHED BUSINESS**

- A. Discussion of Joint Library Meeting.** Kathleen Helsabeck reported that the Mary Weems Barton/Quincy Public Library Foundation Executive Committee met to discuss funding to the Library. The Foundation is committed to replacing the \$38,000 cut from the collection development budget line, but will probably approve additional funding at their August meeting. As stated in the Friends of the Library report, the Friends have committed to funding \$7,250. The TQ Board has committed to up to \$50,000 to address the additional projects. Ms. Helsabeck stated that the QPL Board has considered completing the replacement of the windows, and waiting on the repair of the Dryvit until next year.

## **IX. NEW BUSINESS**

- A. Discussion of Ordinance FY20/21-1.** Bill McCleery reported that the ordinance was published in the July 13, 2020, edition of the Quincy Herald-Whig. The TQ Board will vote on the ordinance at the August 13 meeting. The levy ordinance will then be presented for approval and adopted at the October meeting. The public hearing on that ordinance will also be held at the October meeting. Mr. McCleery noted that he will calculate the levy increase to be sure it is not greater than 105% of the previous year's taxes. If it is, a black border notice will need to be published in the newspaper. Fred Witte stated that the Finance Committee agreed to postpone paying the Library the annual collection development and website checks until August to allow for the receipt of the first round of property tax payments.
- B.** Fred Witte stated that Barb Girouard is interested in joining the TQ Board. He reminded the Board that he and possibly Charlie Jones will not be renewing their terms in 2021. Election paperwork should be received in November, which will then be distributed to those interested in running for TQ Trustee. Susan Schmitz will need to run for the remainder of Janice Riley's term.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting. Malinda Vogel seconded and the meeting adjourned at 6:11 p.m.

Respectfully submitted,  
Kimberly Akers