

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 13, 2020
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, August 13, 2020, with Fred Witte presiding. The meeting was called to order at 5:31 p.m.

Trustees Present: Charlie Jones, Jennifer Harvey, and Christa Johnson. **Trustees Absent:** Susan Schmitz, Malinda Vogel, and Phyllis Robertson. **Others Present:** Kathleen Helsabeck, Kim Akers, and Megan Duesterhaus-AuBuchon – QPL Liaison.

I. APPROVAL OF AGENDA

Charlie Jones moved to approve the agenda as presented. Jennifer Harvey seconded and the motion carried.

II. APPROVAL OF MINUTES

Charlie Jones moved to approve the regular meeting minutes of July 16, 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

Megan Duesterhaus-AuBuchon from the QPL Board was welcomed to the meeting. No correspondence was presented to the Board.

V. DISTRICT REPORTS

A. Circulation and Events Report: Kathleen Helsabeck reported that the daily traffic and circulation figures were about half of last year's figures, although use of the hold lockers continues to increase. Delivery services continue but some of the institutions are now experiencing quarantines due to the coronavirus; staff have been working with those facilities to maintain proper protocols. The Library is trying a new digital streaming service to gauge interest. Freegal allows patrons to stream an unlimited amount of music for up to three hours per day. The summer reading program concluded on August 1 with 458 patrons participating throughout the age levels. The Library made the difficult decision to stop in-house programming for the foreseeable future to help curb possible virus transmission. Staff are transitioning over to digital programming, which has proven to be popular with patrons. Teens enjoyed a crime scene investigation program hosted by the Quincy Police Department on July 17. Volunteers from the Great River Genealogical Society continue to help patrons with their family research, and have started to hold their monthly meetings at the Library once again. The Historic Newspaper Archive is nearly complete. Once everything has been indexed, patrons will have access to Quincy newspapers through December 31, 1970.

B. Director's Report: Kathleen Helsabeck reported that she attended a webinar reviewing the Library's liability coverage with LIRA and met with a representative from LIRA to perform a safety assessment for the Library. She noted that premiums are expected to increase 35% -

40% in January, but this will still be less expensive than the previous coverage through the City. She stated that LIRA provides a number of valuable training opportunities including a free sexual harassment training which is an annual training requirement for staff. Another compressor on the HVAC unit has failed and will need to be replaced. Keck estimates the cost to be \$3,000 to \$5,000. Administration staff are working on edits to the employee handbook, which should be finished soon and sent to the QPL Personnel Committee for review. Ms. Helsabeck reported that the Mary Weems Barton/Quincy Public Library Foundation will meet on August 19 where they will discuss funding to the Library. She stated that because of budget cuts, she is asking the Foundation to help restore funds to the lines that were cut rather than fund the building projects. She noted that the Dryvit project is probably on hold until 2021, but she would like to move forward with the repairs to the windows.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of July 31, 2020, TQ had a balance of \$221,649.83 in its checking account. A tax payment of \$98,405.49 was received on July 17. Fred Witte stated that he expects the bulk of the property tax payments to be received by mid-September. Four checks were presented to the Board for payment: the second of ten payments to QPL in the amount of \$29,354, the annual website maintenance check to QPL in the amount of \$250, the annual collection development check to QPL in the amount of \$150,000, and a payment to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$542.50. There being no further discussion, Charlie Jones moved to approve the four payments for a total of \$180,146.50. Christa Johnson seconded and the motion carried. Ms. Harvey then stated that the remaining \$100,000 CD at Mercantile Bank will mature on August 22, 2020. Mr. Witte stated that he and Ms. Harvey looked at CD rates, and while not great, they are paying more than the interest rate in the checking account. The checking account pays .15% while Mercantile is offering a 12 month CD at a rate of .65%. There being no further discussion, Jennifer Harvey moved to reinvest the \$100,000 in a 12 month CD at Mercantile at the rate of .65%. Christa Johnson seconded and the motion carried. Kathleen Helsabeck asked the TQ Board if they would like to pay for the window repairs when that work is completed or if they would like to wait until the entire \$50,000 is expended. The Board agreed to pay for just the windows when the work is done.

B. Policy and Services: Phyllis Robertson was absent. 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 met on August 11 where they decided to start accepting donations on a limited basis. The Friends will accept one box or bag of materials only on Saturdays until further notice. She also reported that it looks like they will not be able to hold their annual fall book sale in October, but the book store is doing well and they are looking at other options to increase book sales. At that meeting, the Friends also agreed to fund more items on the building repair list as well as an item that was not included on the initial list. The building's security key software is outdated and can no longer be accessed to add new employees. The Friends agreed to pay for the cost to upgrade that software.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that the QPL Finance Committee met on August 5 where they discussed asking the City to perform the payroll functions for the Library, life insurance for the staff, and the creation of a replacement reserve fund for the Library. The minutes from that meeting were included in the Board packet.

B. Policy: Phyllis Robertson was absent. The QPL Policy Committee met on August 4 where they discussed the proposed Telecommuting Policy and continued the discussion on revisions to the existing Sick Leave Bank Policy. The minutes from that meeting were included in the Board packet. The next QPL Policy Committee meeting is scheduled on Monday, August 17, 2020, at 5:30 p.m.

C. Personnel: Malinda Vogel was absent. 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. Approval of Ordinance #FY20/21-1. Charlie Jones moved that Ordinance #FY20/21-1 be approved as presented. Jennifer Harvey seconded. A roll call vote was held with the following results:

Charlie Jones	yes	Phyllis Robertson	absent
Christa Johnson	yes	Malinda Vogel	absent
Jennifer Harvey	yes	Susan Schmitz	absent
Fred Witte	yes		

The vote carried with four yes votes, zero no votes, and three absent.

IX. NEW BUSINESS

A. Approval of FY19/20 Treasurer’s Annual Report. Jennifer Harvey presented the FY19/20 Treasurer’s Annual report stating that Kim Akers prepared the report and she reviewed it. Ms. Akers stated that after it is approved, she will send a copy to the Quincy Herald-Whig for publication and forward the report to the County Clerk’s office. The deadline to submit the report is December 31, 2020. There being no further discussion, Christa Johnson moved to approve the FY19/20 Treasurer’s Annual Report as presented. Charlie Jones seconded and the motion carried.

There being no further discussion, Charlie Jones moved to adjourn the meeting. Christa Johnson seconded and the meeting adjourned at 6:11 p.m.

Respectfully submitted,
Kimberly Akers