

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 10, 2020  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, September 10, 2020, with Fred Witte presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Charlie Jones, Jennifer Harvey, Susan Schmitz, Malinda Vogel, and Christa Johnson. **Trustees Absent:** Phyllis Robertson. **Others Present:** Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, Chris Pratt – QPL Liaison, and Bill McCleery – TQ Attorney.

President Fred Witte opened the Public Hearing on Ordinance #FY20/21-1. There being no public in attendance, the hearing was closed at 5:36 p.m.

**I. APPROVAL OF AGENDA**

Charlie Jones moved to approve the agenda as presented. Susan Schmitz seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Charlie Jones moved to approve the regular meeting minutes of August 13, 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. A notice of annexation was sent to the Board notifying them of the annexation of the properties at 1700 and 1708 Hamann Lane into the City of Quincy.

**V. DISTRICT REPORTS**

**A. Circulation and Events Report:** Bobbi Mock reported that circulation numbers in August were not great, but August is typically not a busy month since summer reading is over and families are getting ready to go back to school. She did note that the Library registered 104 new patrons and renewed 256 library cards. Ms. Mock also reported that the door traffic was also down, but use of the lockers and digital services remain high. On August 31, RAILS returned to the seven-day quarantine of materials as a result of further REALM / Battelle studies. The first month of Freegal saw 528 songs streamed and 31 downloads by 18 patrons. The cost per circ this month is lower than streaming music provided by Hoopla. The Library will continue to monitor the usage of Freegal and make a decision about discontinuing Hoopla music streaming in the future. Ms. Mock completed her report by stating that she and Burgundy Hill attended an intensive three-day online Manager Boot Camp presented by HR Source. They learned valuable information that will be beneficial to their responsibilities.

Burgundy Hill reported that the Library transitioned to all online programming at the end of July, which has been well-received by the patrons and has made future programming easier for the staff. Most of the programs were able to transition to digital including the book groups and discussion groups, which continue to meet via Zoom. Natascha Will spent quite a bit of time in August researching books for online storytimes to ensure that the Library was following copyright requirements. “Take and Make” crafts have also proved popular for children and teens as they stopped by the Library to pick up supplies to create their own art at home. The first e-newsletter using Patron Point went out; patrons have been very complimentary about the new format. The Reference staff are now using Kayako to answer questions via a live chat feature on the Library’s website. The final update to the Historic Newspaper Archive is almost ready to be announced to the public. Ms. Hill hopes to release information about the project in the next few weeks. Ms. Hill also distributed an infographic showing the participation numbers for this year’s summer reading program.

**B. Director’s Report:** Kathleen Helsabeck reported that the MWB/QPL Foundation met in August where they approved a move to a new investment platform. This new platform authorizes financial advisors at Edward Jones to make changes to the Foundation’s investments without waiting on quarterly approval from the Board. The Foundation Board also contracted with Ann Scott to finalize the FY19/20 financial reports for the annual audit. Going forward, the Foundation will contract with an outside firm to handle their accounting needs. At the September QPL Board meeting the Board approved a motion to request that the City of Quincy handle all of the Library’s payroll functions. The City requested an accounting of the Library’s COVID expenses to date, which they used to apply for CURES funding. Ms. Helsabeck is unsure if the City will reimburse the Library for those expenses. She is applying for an Illinois State Library grant of \$500 to reimburse the Library for COVID expenses.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Jennifer Harvey reported that as of August 31, 2020, TQ had a balance of \$161,332.59 in its checking account. A tax payment of \$119,817.80 was received on August 18. Ms. Harvey reported that Fred Witte and Charlie Jones rolled the CD at Mercantile Bank that matured on August 22, 2020, into a new CD as approved at the August Board meeting. The new CD matures on August 22, 2021, and is currently valued at \$102,852.89. Ms. Harvey then presented two checks for approval: #1299 to Quincy Public Library for payment three of ten in the amount of \$29,354.00 and #1300 to Quincy Herald-Whig for the publication of the Treasurer’s Annual Report in the amount of \$148.88. There being no further discussion, Charlie Jones moved to approve the two payments for a total of \$29,502.88. Malinda Vogel seconded and the motion carried. Kim Akers reported that Fred Witte signed the audit engagement letter, and Wade Stables will complete the TQ audit later in September. She expects Wade Stables will report on their findings in October or November.

**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 will meet on September 14, and have canceled their annual Fall Book Sale.

**VII. QPL COMMITTEE REPORTS**

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

**B. Policy:** Phyllis Robertson was absent. The QPL Policy Committee met on August 17 where they approved revisions to the Issuance of Cards to Non-Residents Policy. New legislation from the State requires that those K-12 students living in areas unserved by a library be allowed to receive free non-resident cards from their nearest library. The changes to the policy reflect the new legislation. Bobbi Mock reported that approximately four families have taken advantage of this since the legislation passed. The Policy Committee also reviewed and recommended approval of the proposed Telecommuting Policy. This policy was approved at a special QPL Board meeting held on August 20, 2020.

**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. Kathleen Helsabeck stated that she thought a compressor was going to have to be replaced in one of the HVAC units, but Keck decided to monitor the Freon levels rather than replace it at this time.

**VIII. UNFINISHED BUSINESS**

**A. Approval of Amended Ordinance #FY20/21-1.** Bill McCleery distributed copies of the amended Ordinance #FY20/21-1, which corrected the interest, staff gifts, and cash on hand at the end of the year figures. After a brief discussion, Malinda Vogel moved that the Amended Ordinance #FY20/21-1 be approved as presented. Christa Johnson seconded. A roll call vote was held with the following results:

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

The vote carried with six yes votes, zero no votes, and one absent. Mr. McCleery stated that he will get the amended ordinance published right away and see that it is filed with the County Clerk. He then distributed copies of the Notice of Public Hearing for Levy Ordinance #FY20/21-2. If he can get the notice published by September 15, the public hearing will be held on Thursday, October 15, 2020, at the regular TQ meeting. If it is not published 30 days in advance of that meeting, the hearing can be pushed back to the November TQ meeting. The ordinance needs to be approved by December 31, 2020.

**IX. NEW BUSINESS**

**A. Distribution of Election Forms.** Kim Akers stated that Susan Schmitz has agreed to run for the remainder of her appointed term and has received an election packet. Fred Witte stated that he is not running for another term. Charlie Jones is undecided. Ms. Akers stated that those

running for election can begin circulating petitions on September 22, 2020. The election forms must be filed with the County Clerk's Office between December 14 and December 22, 2020. A total of 15 signatures are needed on the petitions. Mr. Witte asked Ms. Akers to contact those individuals who have expressed interest in running for a seat on the TQ Board and give them the election forms if they are still interested.

**B. Illinois Public Library Annual Report (IPLAR).** A copy of the IPLAR was included in the Board packet. Kathleen Helsabeck completed and submitted the report by the September 1, 2020, deadline.

**C. Review of FY19/20 Minutes.** Fred Witte stated that a yearly review of the past year's minutes is required by the Illinois State Library. He asked Jennifer Harvey to review the FY19/20 official minutes with him before the October Board meeting.

**D. Review of Strategic Plan.** Bobbi Mock presented the quarterly review of the Strategic Plan. She stated that the Library has implemented a patron inquiry tracker at the Reference Desk to monitor patron needs. She noted that the Library has applied for an IMLS CARES Act Grant to address workforce development. The Library is working toward the goal of increasing attendance at literacy-based programs by 10% each year. However, numbers for FY19/20 are down significantly because of the six weeks the Library was closed to the public due to COVID. The Library continues to promote the 1000 Books Before Kindergarten reading program as well as other literacy-based programs. Burgundy Hill created a video showcasing the children who have completed this program this year. She noted that last year the Library held a graduation party for the graduates of the program, but was not able to do that this year due to COVID restrictions.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Charlie Jones seconded and the meeting adjourned at 6:05 p.m.

Respectfully submitted,  
Kimberly Akers