

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 12, 2020
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met online via Zoom on Thursday, November 12, 2020, with Fred Witte presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Charlie Jones, Phyllis Robertson, Susan Schmitz, Malinda Vogel, Jennifer Harvey, and Christa Johnson. **Others Present:** Kathleen Helsabeck, Kim Akers, Bobbi Mock, and Pam Rein – QPL Liaison.

I. APPROVAL OF AGENDA

Phyllis Robertson moved to approve the agenda as presented. Christa Johnson seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and zero absent.

II. APPROVAL OF MINUTES

Charlie Jones moved to approve the regular meeting minutes of October 15, 2020, as presented. Phyllis Robertson seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and zero absent.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

Pam Rein 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 explained the infograph showing the October digital statistics as they compare to the 2019 in-person statistics. She stated that it's possible to offer more than one in-person program at the same time for a variety of age levels as well as offering the same program multiple times during the week with many people attending each program. Virtual programs are presented live once, but can be watched multiple times

although each viewing only counts as one person attending. These factors plus the drop in traffic into the Library account for the drop in programs and attendance. Bobbi Mock reported that use of the online databases has increased because Library staff are promoting them to area students. She noted that all things considered, circulation number and traffic numbers are doing as can be expected. However, with increasing numbers in the community, Ms. Mock expects November traffic numbers to be significantly lower.

B. Director's Report: Kathleen Helsabeck reported that Adams County Glass has completed the window replacement project, and the Library is waiting on Mac's Electric to complete the wiring and network cable upgrade. Charlie Jones asked how the Library was coping with and responding to the increasing COVID numbers. Ms. Helsabeck stated that the Library continues to require masks for everyone who enters the Library, and staff are consistently cleaning and sanitizing public areas. She stated that the Library has stopped all public use of the meeting rooms and continues to offer only virtual programs. Ms. Helsabeck stated that she attended an online meeting with the Mayor, the Adams County Health Department, and other members of the community to discuss responses to the increasing numbers.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of October 30, 2020, TQ had a balance of \$248,758.23 in its checking account. Two tax payments totaling \$16,871.34 were received. Ms. Harvey presented two checks for approval: #1304 to Quincy Public Library for payment five of ten in the amount of \$29,354.00 and check #1305 to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$1,013.96. There being no further discussion, Malinda Vogel moved to approve the financial report and the two payments for a total of \$30,367.96. Charlie Jones seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and zero absent.

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 met on November 9, 2020, where it was decided that this would be their last in-person meeting for the foreseeable future. Secondhand Prose is doing well, even with the decrease in Library traffic. Ms. Helsabeck did not make a funding request of the Friends this month.

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 did not meet.
- C. Personnel:** Malinda Vogel reported that the QPL Personnel Committee did not meet, but is scheduling a meeting to work on the Director's evaluation.
- D. Building & Grounds:** Fred Witte reported that the QPL Building and Grounds Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Per Capita Grant Requirements – Chapters 4, 5, and 6. Kathleen Helsabeck stated that she is working on offering ADA training for the staff through LIRA. She also noted that she is working with Will Matlick to create checklists for the building safety and maintenance needs, which will be passed along to the Building and Grounds Committee for review. Charlie Jones asked if the safety standards have changed because of the coronavirus. Ms. Helsabeck replied that the standards contained in *Serving Our Public* have not been changed, but the Library has stepped up its cleaning and sanitizing procedures, and are following Adams County Health Department guidelines.

IX. NEW BUSINESS

A. Annual Audit Report – Anita Failor. Anita Failor of Wade Stables reported that the FY19/20 Annual Audit Report for TQ received a clean opinion and was materially correct. She stated that most of the information was the same as FY18/19 with the exception of an increase in the contractual amount paid to QPL and additional funding to QPL. She noted that TQ cashed in several CDs to help fund those additional requests and received less in property taxes. Both of those factors resulted in a decrease in net position. Ms. Failor was thanked for her report. It was agreed that because the Board did not have an opportunity to review the physical report, the annual audit will be approved at the December Board meeting.

B. December Meeting Date and Time. TQ traditionally shares the December meeting date with QPL. This year, Kathleen Helsabeck is suggesting that TQ meet at their regular time of 5:30 p.m. to discuss TQ business, then meet jointly with the QPL Board to review the Strategic Plan, review the next chapters in *Serving Our Public*, and discuss any joint committee business. After that meeting is concluded, the QPL Board will meet at approximately 6:15 p.m. Fred Witte reminded the Board that the Library Christmas Party is scheduled for Thursday, December 17, 2020, from noon to 3:00 p.m. If that changes because of COVID restrictions, the Boards will be notified.

C. The Board was informed that there was still only one person who has returned their election paperwork. Charlie Jones stated that he will not be running for re-election. Therefore, one more person needs to file paperwork and run for the vacant seat. If no one runs for the vacant seat, the TQ Board will need to appoint someone to that seat, and that person will need to run in the 2023 consolidated election for the remainder of the six-year term. Susan Schmitz is working on completing her paperwork.

There being no further discussion, Malinda Vogel moved to adjourn the meeting at 6:00 p.m. Phyllis Robertson seconded. A roll call vote was held with the following results:

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

The motion carried with seven yes votes, zero no votes, and zero absent.

Respectfully submitted,
Kimberly Akers