

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 15, 2020
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, October 15, 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, and Christa Johnson. **Trustees Absent:** Jennifer Harvey. **Others Present:** Kathleen Helsabeck, Kim Akers, Bobbi Mock, Lynn Niewohner – QPL Liaison, and Bill McCleery – TQ Attorney.

President Fred Witte opened the Public Hearing on Ordinance #FY20/21-2. There being no public in attendance, the hearing was closed at 5:32 p.m.

Mr. Witte then asked for a moment of silence in memory of former QPL Board Member Dr. Dwain Preston, who passed away on October 13.

I. APPROVAL OF AGENDA

Charlie Jones moved to approve the agenda as presented. Malinda Vogel seconded and the motion carried.

II. APPROVAL OF MINUTES

Charlie Jones moved to approve the regular meeting minutes of September 10, 2020, as presented. Malinda Vogel seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

Lynn Niewohner 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 September was National Library Card Sign-Up Month, and the Library celebrated by registering 613 new users. A total of 2,100 cards were renewed, 1,500 of which were student e-cards. Ms. Mock pointed out the graph in the report showing the daily traffic numbers overlaid with the daily checkout numbers. She noted that the Library circulated 41,204 items in September. Ms. Mock drew the Board's attention to an infograph showing the 2020 digital program statistics versus the 2019 physical program statistics. She noted that while the 2020 numbers are down, patrons are enjoying the virtual programs. She also reported that use of social media, library databases, digital materials, and webpage views are all up from 2019.

B. Director's Report: Kathleen Helsabeck reported that Adams County Glass began replacing the windows in the Reference area, but ran into some problems with the size of the replacement glass. They have ordered new glass, which is expected to arrive on October 22.

The transition to the City taking over the Library's payroll has been cumbersome, but all staff have been paid correctly and on time. Ms. Helsabeck reported that the Library has three vacant positions. Farrah McDaniel resigned her position as full-time reference librarian to return to her hometown. Young Adult Librarian Deborah Riddell has announced her retirement at the end of November, and part-time Adult Programmer Brittany Griffin has resigned her position. Lukas Wenner, who was hired as a part-time Reference Librarian in August, has accepted the full-time position. Ms. Helsabeck has decided to revise these vacant positions to create a more sustainable workload for staff and enhance the adult and young adult experience at the Library. To that end, the Young Adult Librarian position will spend less time on the Reference Desk and more time working on the young adult collection and programs. She is also creating a new Community Engagement Librarian position and a part-time Reference Specialist position. These two positions will work with the community and partner with local organizations to help market the Library and create new adult programs.

VI. TQ COMMITTEE REPORTS

A. Finance: Charlie Jones reported that as of September 30, 2020, TQ had a balance of \$262,685.30 in its checking account. A tax payment of \$130,850.80 was received on September 21, 2020. Fred Witte noted that TQ has received the bulk of the anticipated taxes and expects smaller deposits in the coming months. Mr. Jones presented three checks for approval: #1301 to Quincy Public Library for payment four of ten in the amount of \$29,354.00, #1302 to Quincy Public Library in the amount of \$13,901.25 for the transfer of Per Capita Grant funds, and check #1303 to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$1,454.99. There being no further discussion, Charlie Jones moved to approve the three payments for a total of \$44,710.24. Malinda Vogel seconded and the motion carried.

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 October 12 where they approved a donation to the Library to complete tile work around the Library. The estimated cost of this project is \$6,629.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey was absent. The QPL Finance Committee did not meet.

B. Policy: Phyllis Robertson reported that the QPL Policy Committee did not meet. Kathleen Helsabeck reported that the QPL Board approved revisions to the Library's Loan and Renewal Policy at their October 13, 2020, meeting. The changes to this policy allow the Library to loan out mobile hot spots and other technology such as iPads, coding toys, and Roku devices.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee met on September 23, 2020, in Executive Session to discuss revisions to the Director's contract.

D. Building & Grounds: Fred Witte reported that the QPL Building and Grounds Committee did not meet.

VIII. UNFINISHED BUSINESS

A. Report on FY19/20 Minutes Review. Fred Witte reported that he and Malinda Vogel reviewed the official TQ records for FY19/20 and found them to be very organized and complete.

IX. NEW BUSINESS

A. Approval of Ordinance #FY20/21-2. Malinda Vogel moved to approve Levy Ordinance #FY20/21-2 as presented. Susan Schmitz seconded. A roll call vote was held with the following results:

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

The motion carried with five yes votes, zero no votes, and two absent. Fred Witte and Christa Johnson signed the Ordinance, and Bill McCleery will see that it is filed.

B. Christmas Party Request. A letter from the 2020 Christmas Committee was received inviting the TQ Board to the annual party on Thursday, December 17, 2020, from noon to 3:00 p.m. and requesting a donation of \$900 to offset the expenses. After a brief discussion, Charlie Jones moved to approve the donation of \$900 as requested. Phyllis Robertson seconded and the motion carried. The TQ Board also discussed presenting Library staff with an annual holiday gift. After a brief discussion, Phyllis Robertson moved that the TQ Board donate \$100 to each staff person to thank them for their hard work during this difficult year. Susan Schmitz seconded and the motion carried.

C. Per Capita Grant Requirements – Chapter 1-3. Kathleen Helsabeck stated that this year’s Per Capita Grant application requires library boards to review *Serving Our Public* in its entirety. To that end, both the TQ and QPL Boards will be reviewing three chapters each month until complete. Ms. Helsabeck began by reviewing Chapter 1 – Core Standards. She reported that the Library follows and maintains all of the core standards including an annual operating budget, Open Meetings Act, Code of Ethics, updated board bylaws, ongoing review of the Strategic Plan and mission statement, participation in interlibrary loan, shared databases, and membership in RAILS and RSA. In Chapter 2 – Governance and Administration, Ms. Helsabeck reported that the Library has a governing board for both the QPL and TQ patrons, and follows the standards for reporting requirements, board orientation, and bylaws. She is suggesting that the Library policies be reviewed on a regular basis and would like to create a succession plan to fill anticipated needs for key personnel. She also encouraged the TQ Board to consider participating in state and national training opportunities. Ms. Helsabeck completed this month’s requirement by reviewing Chapter 3 – Personnel. She noted that the Library follows all of the personnel standards, but stated the standards recommend that salary and fringe benefits account for up to 70% of the total operations budget. The salaries and benefits of the current

QPL staff only account for 59% of the budget. In answer to a question, Ms. Helsabeck stated that the Library receives updates on changes to legislation, personnel issues, and reporting requirements through such resources as Illinois Library Association, American Library Association, HR Source, and the Library's liability insurance provider, LIRA.

D. Fred Witte reported that Barb Girouard has completed her election paperwork, which will be submitted to the Adams County Clerk in December.

There being no further discussion, Malinda Vogel moved to adjourn the meeting. Christa Johnson seconded and the meeting adjourned at 6:06 p.m.

Respectfully submitted,
Kimberly Akers