

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
DECEMBER 8, 2020  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met online via Zoom on Tuesday, December 8, 2020, with Fred Witte presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Charlie Jones, Susan Schmitz, Malinda Vogel, Jennifer Harvey, and Christa Johnson. **Trustees Absent:** Phyllis Robertson. **Others Present:** Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Kathy Ridder – QPL Liaison. Various QPL Staff and Board Members were also present.

**I. APPROVAL OF AGENDA**

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

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

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

**II. APPROVAL OF MINUTES**

Malinda Vogel moved to approve the regular meeting minutes of November 12, 2020, 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 |
| Charlie Jones     | yes    | Fred Witte    | yes |
| Phyllis Robertson | absent |               |     |

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

**III. PUBLIC COMMENTS**

There were no public in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

No correspondence was presented to the Board.

**V. TQ COMMITTEE REPORTS**

**A. Finance:** Jennifer Harvey reported that as of November 30, 2020, TQ had a balance of \$224,121.64 in its checking account. Ms. Harvey presented five checks for approval: #1306 to Quincy Public Library for payment six of ten in the amount of \$29,354.00, check #1307 to Quincy Public Library Staff Fund for the Christmas Party contribution in the amount of \$900.00, check #1308 to Homebank for the staff cash gifts in the amount of \$3,500.00, check #1309 to

Wade Stables for the annual audit in the amount of \$1,000.00, and check #1310 to Adams County Glass for the replacement of windows in the reference area in the amount of \$23,018.00. There being no further discussion, Charlie Jones moved to approve the financial report and the five payments for a total of \$57,772.00. Malinda Vogel seconded. A roll call vote was held with the following results:

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

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

**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 have canceled all future meetings, their Christmas dinner, and closed the bookstore until further notice.

## VI. UNFINISHED BUSINESS

**A. Approval of Annual Audit.** Fred Witte requested approval of the annual audit report presented by Anita Failor of Wade Stables at the November TQ Board meeting. Charlie Jones noted that the auditors recommended a segregation of duties within the accounting functions for TQ. They are concerned that only one person receives incoming receipts, deposits receipts, and prepares the financial reports tracking deposits. Wade Stables is recommending that more than one person perform these functions to prevent mishandling of receipts. Mr. Jones asked that Kathleen Helsabeck discuss this recommendation with her staff and bring a solution to the TQ Board for discussion at the next TQ Board meeting. There being no further discussion, Charlie Jones moved to approve the annual audit as presented with the recommendation. Jennifer Harvey seconded. A roll call vote was held with the following results:

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

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

## VII. NEW BUSINESS

**A. Need for January meeting.** Fred Witte stated that TQ typically has no business to discuss in either January or February other than the approval of the contractual payments to QPL. He is recommending that TQ cancel their January and February meeting with the understanding that a meeting may be convened if any business arises. There being no further discussion, Charlie Jones moved to cancel the January and February meetings and approve contractual

payment numbers seven and eight to QPL. Malinda Vogel seconded. A roll call vote was called with the following results:

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

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

**B.** Fred Witte announced that Pam Clow has decided to run for one of the vacant six-year TQ Board seats in the April 2021 election. Barb Girouard has already completed her paperwork for the two-year term. He stated that one additional six-year seat is vacant, but someone is considering running for that seat. Candidates may file their paperwork from December 14 through December 22, 2020. Mr. Witte also stated that a Nominating Committee will need to be appointed in March to recommend a slate of officers for FY21/22.

There being no further discussion, Malinda Vogel moved to adjourn the meeting at 5:46 p.m. Jennifer Harvey seconded. A roll call vote was held with the following results:

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

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

Respectfully submitted,  
Kimberly Akers