

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 11, 2021  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, March 11, 2021, with Fred Witte presiding. The meeting was called to order at 5:30 p.m.

**Trustees Present:** Phyllis Robertson, Jennifer Harvey, and Christa Johnson. **Trustees Absent:** Charlie Jones, Susan Schmitz, and Malinda Vogel. **Others Present:** Kathleen Helsabeck, Kim Akers, Bobbi Mock, and Cheryl Predmore – QPL Liaison.

**I. APPROVAL OF AGENDA**

Christa Johnson moved to approve the agenda as presented. Phyllis Robertson seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Phyllis Robertson moved to approve the regular meeting minutes of December 8, 2020, as presented. Jennifer Harvey seconded and the motion carried. Christa Johnson then moved to approve the minutes from the joint meeting of the TQ and QPL Boards on December 8, 2020, as presented. Jennifer Harvey seconded and the motion carried.

**III. PUBLIC COMMENTS**

There were no public in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

Several thank you cards from the Library staff were presented thanking the Board for their generous holiday gift. A notice of annexation for two properties on North 24<sup>th</sup> Street and one property on North 5<sup>th</sup> Street was received by the Board.

**V. DISTRICT REPORTS**

**A. Circulation and Events Report:** Bobbi Mock presented an infographic showing February of 2021 usage figures for several library services. She noted increases in the digital circulation, locker usage, website page views, and self-checkout numbers over February of 2020. Based on REALM data, the quarantine of library materials has been reduced to 24 hours. Ms. Mock reported on several staffing changes; Debbie Tripp retired on December 5, Val Stark moved into the Technical Services Specialist position left vacant by Ms. Tripp's retirement, Christian Bridgewater moved into the Delivery Specialist position left vacant by Ms. Stark's move, and Katie Kraushaar moved into the Community Engagement Librarian position. As of the Board meeting, the Library had three vacant positions that are expected to be filled in the next few weeks. Library staff are working on programs for National Library Week and Week of the Young Child in April as well as advance planning for summer reading and the Big Read.

**B. Director's Report:** Kathleen Helsabeck reported that she and Will Matlick met with representatives from Crescent Electric to discuss possibly converting lighting in the Library to LED. There are currently three HVAC issues, but none of them serious. Starting on May 1, the Library will move to a 26-week payroll instead of the current 24-week model. As part of the

Strategic Plan, staff will be asked to complete an anonymous staff engagement survey. Results will be compiled by a 3<sup>rd</sup> party, and staff focus groups will work on addressing any issues that come out of the surveys. Ms. Helsabeck stated that she is once again asking Board Members to attend the City Council meetings to show support for the Library. She then gave a brief overview of the administrative staff activities since the initial Library shutdown in March of 2020 due to the pandemic. Fred Witte thanked Ms. Helsabeck for her work on behalf of the Library.

**VI. TQ COMMITTEE REPORTS**

**A. Finance:** Jennifer Harvey reported that as of February 28, 2021, TQ had a balance of \$106,633.35 in its checking account. Ms. Harvey presented two checks for approval: #1313 to Quincy Public Library for payment nine of ten in the amount of \$29,354.00 and check #1314 to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$236.25. There being no further discussion, Jennifer Harvey moved to approve the financial report and the two payments for a total of \$29,590.25. Phyllis Robertson seconded. A roll call vote was held with the following results:

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

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

**B. Policy and Services:** Phyllis Robertson reported that Policy and Services did not meet.

**C. Public Relations/Advocacy:** Charlie Jones was absent. The Advocacy Committee did not meet.

**D. Friends of the Library:** Kathleen Helsabeck reported that the Friends met in person in February where they approved a new slate of officers and discussed alternative plans for a possible spring book sale.

**VII. QPL COMMITTEE REPORTS**

**A. Finance:** Jennifer Harvey reported that the QPL Finance Committee met on February 8, 2021, where they discussed the draft FY21/22 budget. They met again jointly with the QPL Personnel Committee on February 23, 2021, to discuss administrative salaries. Kathleen Helsabeck stated that the QPL Board did approve the draft FY21/22 budget at their March meeting, and it has been submitted to the City for review.

**B. Policy:** Phyllis Robertson reported that the QPL Policy Committee did not meet.

**C. Personnel:** Malinda Vogel was absent. The QPL Personnel Committee met jointly with the QPL Finance Committee on February 23, 2021.

**D. Building & Grounds:** Fred Witte reported that the QPL Building and Grounds Committee met on January 27, 2021, where they reviewed the FY20/21 building project list and discussed the FY21/22 building and equipment project list. Mr. Witte stated that TQ gave the Library \$50,000 in FY20/21 for the reference window replacement project. Of those funds, \$24,000 was expended. Mr. Witte recommended that the Library use the remaining \$26,000 plus the \$50,000 for FY21/22 to complete the repair and replacement of the Dry-vit on the outside of the building at an approximate cost of \$67,500. He further recommended that the remaining \$8,000 be spent to replace one new book drop. Bobbi Mock stated that the book drop at Save-A-Lot on North 12<sup>th</sup> Street is not in good condition and cannot be repaired. She would like a new book drop to be placed in a new location in the northwest or central part of town. There being no further discussion, Jennifer Harvey moved to fund the Dry-vit project and purchase a new book drop as recommended for an estimated total cost of \$75,512. Phyllis Robertson seconded. A roll call vote was held with the following results:

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

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

## VIII. UNFINISHED BUSINESS

**A. Per Capita Grant Requirements – *Serving Our Public Chapters 10, 11, 12, 13, and Appendices.*** Kathleen Helsabeck reviewed Chapter 10 – Programming, Chapter 11 – Youth/Young Adult Services, Chapter 12 – Technology, Chapter 13 – Marketing, Promotion, and Collaboration, and Appendices. She stated that the Library is currently working on updating staff and patron computer hardware and software thanks to funding from the TQ Board. She noted the charts in the appendices showing the recommended staffing levels and hours of operation stating that the Library is currently at the minimum levels for both of these recommendations.

## IX. NEW BUSINESS

**A. Appointment of Nominating Committee.** Fred Witte stated that a Nominating Committee is needed to not only recommend a new slate of officers for FY21/22, but also recommend an appointment to the open seat on the Board. Kim Akers reported that Barb Girouard and Pam Clow filed the necessary paperwork for the upcoming April 6, 2021, Consolidated Election for two of the three open seats on the Board. Ms. Girouard will be running for the four-year term to fill the vacancy left when Janice Riley resigned, and Ms. Clow will be running for the six-year term for Fred Witte’s seat. The other open seat will be a six-year term, but the person appointed must run for election in the 2023 Consolidated Election for the remaining four years of that term. Mr. Witte will serve as chair of the Nominating Committee. Christa Johnson and Phyllis Robertson volunteered to also serve on that committee. Mr. Witte stated he will be inviting Ms. Girouard and Ms. Clow to the April 15 TQ Board meeting.

**B. Strategic Plan Review.** Bobbi Mock reviewed the latest updates to the Strategic Plan noting that despite the change in services for ten weeks at the end of 2020 and beginning of

2021, the staff were still able to make positive changes to internal procedures, hire several new staff members, and increase revenue slightly through a distribution from the Foundation and the awarding of a grant from the United Way. She noted that the current plan expires in 2022, and expects work will begin on the next plan in late 2021.

C. A copy of the FY2020 Annual Financial Report and the 2021 Annual Certification were included in the Board packet. Kathleen Helsabeck submitted both of these reports by their deadlines.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting at 6:24 p.m. Christa Johnson seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers