

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 15, 2021
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, April 15, 2021, with Fred Witte presiding. The meeting was called to order at 5:30 p.m.

Trustees Present: Phyllis Robertson, Jennifer Harvey, Charlie Jones, Susan Schmitz, Malinda Vogel, and Christa Johnson. **Others Present:** Kathleen Helsabeck, Kim Akers, Bobbi Mock, Seth Klusmeyer, Bill McCleery – TQ Attorney, and Chris Pratt – QPL Liaison.

I. APPROVAL OF AGENDA

Susan Schmitz 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 March 11, 2021, as presented. Christa Johnson seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

A notice of proposed annexation for two properties on North 24th Street was received by the Board. Fred Witte welcomed Barb Girouard and Seth Klusmeyer to the meeting.

V. DISTRICT REPORTS

A. Circulation and Events Report: Bobbi Mock presented several new items in the collection that the Library is now offering for checkout as part of its Library of Things. She showcased one of the new kits from the Illinois Department of Natural Resources that provides hands-on tools to teach elementary school students about natural history such as Illinois fossils, mammals, and state symbols. She also presented the new Reminisce Kits, which help with memory loss and will be checked out to long-term care facilities. She noted that all of these items are available for checkout; a binder highlighting all of the items available for checkout as part of the Library of Things is being created. Ms. Mock also showed some new adult books designed for adults with lower reading levels.

Burgundy Hill reported that the Library handed out 338 Take & Make Crafts in March as compared to 60 last March. Children's staff have been working with All Our Kids to present programs during Week of the Young Child. The new Architecture Database is nearly complete and will be presented to the public soon. She reported that the Library celebrated National Library Week with a proclamation by the Mayor, promotions about the Library on social media, and a scavenger hunt in The District. Ms. Hill stated that Katie Kraushaar is settling into her new position as Community Engagement Librarian and is working on partnerships with like-minded organizations in the community. Staff continue to finalize plans for summer reading,

which will kick off on Saturday, June 5, at the Library. There will be daily programs and activities throughout the summer.

B. Director's Report: Kathleen Helsabeck reported that the Dryvit project is slated to begin after May 1. Another large project is the replacement of the windows on the east side of the building near the audio/visual shelving. Recent rains caused leaks around those windows. The cost is estimated to be approximately \$23,000. Using the remaining funds in last year's TQ donation, new computers for staff and patrons have been ordered and received. Ms. Helsabeck reported on several staff vacancies due to terminations and staff moving positions which are causing some staffing shortages in the evenings. She hopes to have all vacancies filled by the beginning of May. She announced that QPL Day, the annual staff training day, will occur on Friday, April 30, and will highlight safety and emergency training. Administration has decided to keep the winter hours rather than move to shorter hours throughout the summer.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of March 31, 2021, TQ had a balance of \$77,040.99 in its checking account. Ms. Harvey presented one check for approval: #1315 to Quincy Public Library for the final contractual payment in the amount of \$29,354.00. There being no discussion, Charlie Jones moved to approve the financial report and the final contractual payment of \$29,354.00. Phyllis Robertson seconded. A roll call vote was held with the following results:

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

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

Kathleen Helsabeck reviewed a memo she wrote explaining the funding and levy requirements for both the TQ and the QPL Boards to be eligible for the Per Capita Grant. Ms. Helsabeck stated that the Illinois State Library hired a new person to handle the Public Library Per Capita Grant Program. He shared previously unknown information with her, which she compiled into an informational memo for the Boards. She noted that in order to be eligible for the Per Capita Grant, libraries must levy a tax at a rate of not less than .13%. Neither Board currently levies this amount, but the TQ Board supplements their funding to QPL by providing additional funds from their savings for special projects. Additional funding is provided by the City of Quincy to bring the QPL funding up to that mark. Should that additional funding cease from either source, the City and the TQ Board would need to levy additional taxes to meet the .13% threshold for the grant requirements. Charlie Jones suggested that the TQ Finance Committee discuss these requirements at their next meeting.

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 at their April meeting, the Friends announced that they will hold a large book sale at the Quincy Town Center in the old Dress Barn location May 13-15 and May 20-22 from 11:00 a.m. to 7:00 p.m. each day. They have not been able to hold their last two book sales due to the pandemic and have amassed a large amount of books and other materials for the sale. Also at their April meeting, the Friends approved requests made by the Library to purchase new thermostats for the meeting room, plants for the large planters in front of the Library, and purchase a new A/V polisher. The Friends have also extended the hours of the bookstore to 7:00 p.m. on Tuesday evenings.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that the QPL Finance Committee met with the QPL Policy Committee on March 29, 2021, where they discussed the draft Gift Acceptance Policy. The minutes from the meeting were included in the Board packet.

B. Policy: Phyllis Robertson reported that the QPL Policy Committee met jointly with the QPL Finance Committee on March 29.

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, but may meet to discuss the window replacement.

VIII. UNFINISHED BUSINESS

A. Nominating Committee Report. Fred Witte reported that the Nominating Committee is recommending the following slate of officers for FY21/22:

President – Malinda Vogel
Vice President – Phyllis Robertson
Secretary – Christa Johnson
Treasurer – Jennifer Harvey

This slate will be voted on at the May 17, 2021, annual meeting. Mr. Witte also reported that Barb Girouard and Pam Clow were elected to four-year and six-year seats, respectively, at the April 6, 2021, consolidated election. There is one remaining six year seat, which Mr. Witte is recommending that Seth Klusmeyer be appointed to fill. Mr. Klusmeyer is a school administrator at Unity High School and has served on the Board of Four Star Library in Mendon. He currently lives in Ellington Township. There being no further discussion, Charlie Jones moved to appoint Seth Klusmeyer to the vacant seat. Jennifer Harvey seconded and the motion carried. Mr. Witte stated that Mr. Klusmeyer will be required to run for the remaining four years in the term at the 2023 consolidated election. All new TQ Board Members will be sworn in at the May 17, 2021, regular Board meeting.

IX. NEW BUSINESS

A. Statements of Economic Interest. Kim Akers emailed a copy of the blank Statement of Economic Impact to Board Members to be completed, signed, and returned to her. She also distributed paper copies of the form to be completed at the meeting.

B. May Annual Meeting Date and Time. The May annual meeting is scheduled for Monday, May 17, 2021. After a brief discussion, it was determined that there would not be a quorum at the usual time of 5:30 p.m. Charlie Jones moved to change the meeting time to 12:00 p.m. Susan Schmitz seconded and the meeting time was approved. The meeting will be held in the large meeting room of the Library

There being no further discussion, Christa Johnson moved to adjourn the meeting at 6:01 p.m. Phyllis Robertson seconded and the motion carried.

Respectfully submitted,
Kimberly Akers