

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 17, 2021
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Monday, May 17, 2021, with Malinda Vogel presiding. The meeting was called to order at 12:09 p.m. **Trustees Present:** Phyllis Robertson, Jennifer Harvey, Pam Clow, Seth Klusmeyer, and Barb Girouard. **Trustees Absent:** Christa Johnson. **Others Present:** Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Bill McCleery – TQ Attorney.

I. OATH OF OFFICE

Malinda Vogel administered the Oath of Office to incoming Board Members Pam Clow, Barb Girouard, and Seth Klusmeyer.

II. APPROVAL OF AGENDA

Jennifer Harvey moved to approve the agenda as presented. Barb Girouard seconded and the motion carried.

III. APPROVAL OF MINUTES

Jennifer Harvey moved to approve the regular meeting minutes of April 15, 2021, as presented. Phyllis Robertson seconded and the motion carried.

IV. PUBLIC COMMENTS

There were no comments from the public in attendance.

V. RECOGNITION OF CORRESPONDENCE AND GUESTS

A notice of proposed annexation for properties on North 18th Street, Highland Lane, and Kochs Lane was received by the Board.

VI. DISTRICT REPORTS

A. Circulation and Events Report: Bobbi Mock highlighted the daily door count and daily checkout graph noting that the numbers for both are slowly rebounding to pre-pandemic levels. A local authors display has been created to help expand interest in area authors. A copy of the five-year statistical review was included in the board packet.

Burgundy Hill reported that preparations are nearly complete for this year's summer reading program, which will kick off on June 5. Patrons are encouraged to read up to 30 hours during the eight-week program and record their time on the Beanstack app. Leo the Library Lion recently competed in the Salvation Army's "Unmasking the Singer" fundraiser. Rajah Maples of KHQA was inside the costume.

B. Director's Report: Kathleen Helsabeck reported that she received a new estimate for repairs to the east-facing windows by A/V, which was higher than the previous estimate because it includes a higher quality tint to reduce fading on the materials. Six new employees have started at the Library in April and May. David Finson and Auri Pagliara joined the Circulation

staff. Emily Rohlfs, Sara Deters, and Andrew Allen joined the Reference staff, and Harold Seltzer joined the Maintenance staff. Corey Dean and Jennifer Burkett have installed the new servers and are working on the next step in the computer upgrades. Ms. Helsabeck stated that QPL Day was a great success with all staff being trained in emergency situations and safety awareness. The Illinois State Library has announced preliminary plans for grants funded through the American Rescue Plan using Covid funding. Bill McCleery suggested that TQ submit a grant to take advantage of the funding when the grant process is announced. Ms. Helsabeck then asked that the new TQ Board Members remain after the meeting to schedule a time for new trustee orientation.

VII. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of April 30, 2021, TQ had a balance of \$47,682.17 in its checking account. Ms. Harvey presented one check for approval: #1316 to Quincy Public Library for reimbursement for the purchase of retiring board gifts in the amount of \$134.97. There being no discussion, Phyllis Robertson moved to approve the financial report and the check in the amount of \$134.97. Barb Girouard seconded and the motion carried. Kim Akers reported that Mercantile Bank does not send out interest statements on the CDs. Kathleen Helsabeck called and was told that as of May 12, 2021, the CD at Mercantile had a value of \$103,490.19. It was suggested that online access might be a possibility. Ms. Helsabeck will look into that.

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

C. Public Relations/Advocacy: Kathleen Helsabeck stated that the Advocacy Committee did not meet, but encouraged Board Members to volunteer at the advocacy table at the Friends book sale.

D. Friends of the Library: Kathleen Helsabeck reported that the first weekend of the Friends' book sale was May 13-15 at the Quincy Town Center. The final weekend of the sale will be May 20-22.

VIII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that the QPL Finance Committee did not meet, but they are working on scheduling a meeting.

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.

D. Building & Grounds: Kathleen Helsabeck reported that the QPL Building and Grounds Committee did not meet, but she is working on scheduling a meeting to discuss the window replacement.

IX. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

X. NEW BUSINESS

A. Approval of Non-Resident Fee. Kathleen Helsabeck reported that the formula for calculating the FY21/22 non-resident fee determined the minimum non-resident fee at \$75.42 for TQ. She reported that at their May meeting, the QPL Board reduced the FY21/22 non-resident fee from \$100 as in previous years to \$80 per year. She recommended that TQ set their fee at \$80 also. There being no discussion, Phyllis Robertson moved to approve the FY21/22 non-resident fee of \$80 starting June 1, 2021. Pam Clow seconded and the motion carried.

B. Committee Appointments. Malinda Vogel asked that anyone who would like to be appointed to a specific committee please let her know. She will be contacting Board Members and announcing the appointments at the June TQ meeting.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting at 12:29 p.m. Jennifer Harvey seconded and the motion carried.

Respectfully submitted,
Kimberly Akers