

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 10, 2021
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, June 10, 2021, with Malinda Vogel presiding. The meeting was called to order at 5:30 p.m.

Trustees Present: Phyllis Robertson, Pam Clow, Seth Klusmeyer, and Barb Girouard.

Trustees Absent: Christa Johnson and Jennifer Harvey. **Others Present:** Kathleen Helsabeck, Kim Akers, Burgundy Hill, and Kathy Ridder – QPL Liaison.

I. APPROVAL OF AGENDA

Pam Clow moved to approve the agenda as presented. Phyllis Robertson seconded and the motion carried.

II. APPROVAL OF MINUTES

Seth Klusmeyer moved to approve the annual meeting minutes of May 17, 2021, as presented.

Barb Girouard seconded and the motion carried. Phyllis Robertson moved to approve the regular meeting minutes of May 17, 2021, as presented. Pam Clow seconded and the motion carried.

III. PUBLIC COMMENTS

There were no comments from the public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

No correspondence was presented to the Board. Kathy Ridder from the QPL Board was welcomed to the meeting.

V. DISTRICT REPORTS

A. Circulation and Events Report: Burgundy Hill reported that both traffic counters at the front door had technical difficulties at various times of the month, but staff have noticed increased visitors to the Library. The RSA offices will be moving in June; no disruption in deliveries is expected. Ms. Hill stated that the Library kicked off summer reading on June 5 with over 400 people coming to the Library that day and over 180 people attending the various programs throughout the day. As of the first week of summer reading, 675 patrons have signed up for the program through the Beanstack app, and six people have already completed their reading goals.

B. Director's Report: Kathleen Helsabeck reported that at their May meeting, the Mary Weems Barton/Quincy Public Library Foundation approved an additional disbursement to help pay for the next round of window replacements, new signage, and new chairs. They also discussed the draft Gift Acceptance Policy, made a few changes, and sent it back to the QPL Policy Committee for discussion. The QPL Board will approve the draft policy at their July meeting. Ms. Helsabeck stated that she finished a nine-month Non-Profit Leadership Academy where she learned about organizational culture, leadership styles and strategies, innovation and change, and personal wellness.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey was absent. Malinda Vogel reported that as of May 31, 2021, TQ had a balance of \$47,540.64 in its checking account. An invoice from Schmiedeskamp, Robertson, Neu, & Mitchell was received after the Board packet was sent out. Ms. Vogel presented the check to pay that invoice: #1317 in the amount of \$455.00. There being no discussion, Seth Klusmeyer moved to approve the financial report and the check in the amount of \$455.00. Barb Girouard seconded and the motion carried. Kim Akers noted that Ms. Harvey will be calling a Finance Committee meeting to begin discussions on next year's budget and levy.

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

C. Public Relations/Advocacy: Malinda Vogel reported that she has spoken with Burgundy Hill about a campaign to increase TQ card registration. The committee will be working on this at future meetings.

D. Friends of the Library: Kathleen Helsabeck reported that the Friends of the Library had a very successful book sale having earned \$3,032.85 in sales, \$487.93 in donations, and registered seven new members.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey was absent. Kathleen Helsabeck reported that the QPL Finance Committee met on June 3 where they approved opening a new business money market account to set up a reserve fund and approved the transfer of \$400,000 into that account. The committee also discussed requesting PPE funds from the City to help fund the rest of the window replacement. Ms. Helsabeck noted that the City expects to receive \$5 million in PPE funds, and the County expects to receive \$12 million.

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 will need to meet once estimates are received for the remainder of the window replacement project. The committee will also need to draft a request to the City and submit it by the end of July.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Strategic Plan Review. Burgundy Hill reviewed the Strategic Plan with the Board. She noted that the Library received a grant from the Community Foundation through the George Irwin Fund for the creation of an architectural database. The Library hoped to have the database ready for the public by spring, but recently received more files from the Historical Society of Quincy and Adams County that will be added to the database. Ms. Hill expects the database to

go live by mid-summer. She also reported that the Library's Historic Newspaper Archive is in the process of being transferred to a new host vendor. The original vendor was sold to an international company, which was going to significantly increase the annual maintenance costs. Once the transfer is complete, the public will have online, searchable access to all Quincy newspapers through 2020. Ms. Hill noted that the Library was on track to increase the funding sources for FY20/21, but was unable to achieve that goal because of the pandemic and because the City cut the Library's budget by \$100,000 last fiscal year.

B. Committee Appointments. Malinda Vogel presented the following committee appointments:

TQ Finance:	Jennifer Harvey, Chair Pam Clow Christa Johnson
TQ Policy and Services:	Phyllis Robertson, Chair
TQ Public Relations:	Barb Girouard, Chair Pam Clow
QPL Finance:	Jennifer Harvey
QPL Policy:	Seth Klusmeyer
QPL Personnel:	Malinda Vogel (non-voting member)
QPL Building & Grounds:	Christa Johnson

Ms. Vogel thanked everyone for agreeing to serve on these committees.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting at 5:54 p.m. Pam Clow seconded and the motion carried.

Respectfully submitted,
Kimberly Akers