

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

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, July 15, 2021, with Malinda Vogel presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Christa Johnson, Jennifer Harvey, and Barb Girouard. **Trustees Absent:** Phyllis Robertson, Pam Clow, and Seth Klusmeyer. **Others Present:** Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Chris Pratt – QPL Liaison.

I. APPROVAL OF AGENDA

Christa Johnson moved to approve the agenda as presented. Barb Girouard seconded and the motion carried.

II. APPROVAL OF MINUTES

Jennifer Harvey moved to approve the regular meeting minutes of June 10, 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

Chris Pratt from the QPL Board was welcomed to the meeting. Kathleen Helsabeck stated that TQ received a letter from the Illinois Secretary of State awarding this year's Per Capita Grant. She noted that the state legislature changed the formula this year from \$1.25 to \$1.45 per person, which resulted in an increase of nearly \$3,000. QPL received approximately \$9,000 more this year.

V. DISTRICT REPORTS

A. Circulation and Events Report: Bobbi Mock reported that the Library registered 269 new patrons and renewed 237 cards in June. She noted that 39% of the checkouts were completed on the self-checkouts, pointing out that the Library strives to achieve the goal of at least 30% each month. Daily traffic and circulation figures continue to increase. Ms. Mock noted that RSA completed its move into a new facility without any disruption in service. Outreach staff have started visiting senior living facilities now that they are once again open to the public in an effort to increase awareness of the Library's homebound delivery service. They also distributed over 1,000 bookmarks advertising the delivery service to the clients of Meals on Wheels and Addus Home Health Care services.

Burgundy Hill reported that programming, children's, and reference staff are very busy with summer reading and planning the upcoming community read event. The event will run from September 18 through October 16, and the community will be reading "An American Sunrise," a book of poetry by U.S. Poet Laureate Joy Harjo.

B. Director's Report: In addition to the written report, Kathleen Helsabeck reported that a faulty sensor triggered a fire alarm at 1:30 a.m. the morning of July 12. Even though this was a false alarm, the fire doors were supposed to drop which they did not do. The fire alarms were also triggered in June while the tile work was being done at the lower entrance, and only one fire door dropped. Several problems were noted by Overhead Door, all of which have been repaired, but Ms. Helsabeck expressed concern that this might happen again in an actual emergency. No other local company services this size of commercial door. However, Quincy Public Schools installed fire doors in their new schools. Will Matlick is contacting their head of maintenance to inquire about service to their doors.

Ms. Helsabeck then presented a written report on a proposal for a mobile library. She is proposing that the Library fund-raise and write grants to purchase a mobile library to go out into the community at an estimated cost of \$300,000 to \$350,000. She noted that this proposal is in the initial stages; she will keep the Boards up to date on its progress.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of June 30, 2021, TQ had a balance of \$47,079.70 in its checking account. Only one check, the first payment to the Library for FY21/22, was presented for payment. Kim Akers noted that the new contractual amount to QPL is \$305,281.60, which includes the agreed upon 4% annual increase. There being no discussion, Christa Johnson moved to approve the check in the amount of \$30,528.16. Barb Girouard seconded and the motion carried. Ms. Harvey reminded the Board that there will be a Finance Committee meeting on Wednesday, July 21, 2021, at 5:30 p.m.

B. Policy and Services: Phyllis Robertson was absent. The Policy and Services Committee did not meet.

C. Public Relations/Advocacy: Pam Clow was absent. Barb Girouard reported that the Public Relations / Advocacy Committee did not meet.

D. Friends of the Library: Kathleen Helsabeck reported that the Friends of the Library are working on a 10th anniversary celebration for the Secondhand Prose bookstore in September.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that the Finance Committee did not meet.

B. Policy: Phyllis Robertson was absent. Kathleen Helsabeck reported that the QPL Policy Committee did not meet, but the QPL Board approved the Gift Acceptance Policy at their meeting in July.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee did not meet.

D. Building & Grounds: Christa Johnson reported that the QPL Building and Grounds Committee did not meet. Kathleen Helsabeck stated that the committee will need to meet once estimates are received for the remainder of the window replacement project.

VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Kathleen Helsabeck stated that she asked Bill McCleery about TQ possibly requesting some of the American Rescue Plan funds from Adams County. Mr. McCleery stated that request should be made through the township supervisors. Ms. Helsabeck asked that the Finance Committee discuss this at their upcoming meeting.

B. Kathleen Helsabeck requested that the Board please start using the main entrance rather than using the side meeting room door so as to be counted in the daily traffic counts.

There being no further discussion, Christa Johnson moved to adjourn the meeting at 5:45 p.m. Barb Girouard seconded and the motion carried.

Respectfully submitted,
Kimberly Akers