

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
OCTOBER 14, 2021  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, October 14, 2021, with Malinda Vogel presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Christa Johnson, Jennifer Harvey, Pam Clow, Barb Girouard, and Phyllis Robertson. **Trustees Absent:** Seth Klusmeyer. **Others Present:** Kathleen Helsabeck, Kim Akers, Burgundy Hill, Bobbi Mock, and Cheryl Predmore – QPL Liaison.

**I. APPROVAL OF AGENDA**

Christa Johnson moved to approve the agenda as presented. Jennifer Harvey seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Barb Girouard moved to approve the regular meeting minutes of September 16, 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**

No correspondence was presented to the Board. Malinda Vogel welcomed Cheryl Predmore from the QPL Board to the meeting.

**V. DISTRICT REPORTS**

**A. Circulation and Events Report:** Bobbi Mock reported that circulation completed this year's student e-card project and added 787 new e-cards. Out of 8,331 students, over half have returned to the Library and signed up for a regular card. Circulation and Maintenance turned the DVD shelving so that the cases are not as exposed to the sunlight. This will also allow patrons access to the DVD collection during the upcoming window replacement project. The HyVee book drop is currently being repainted and will be returned in the next few weeks. The final book drop to be repaired and repainted is the one at Save-A-Lot on 12<sup>th</sup> and Locust. Once repaired, that book drop will be moved to the JWCC campus on 48<sup>th</sup> Street. The phone notification system was upgraded on October 14, and is working well so far. Outreach staff attended the Alzheimer's Walk in September where they were able to interact with caregivers and provide information about homebound delivery services as well as the Library's special collections. Finally, Bobbi Mock announced that Evelyn Uppinghouse will be retiring at the end of October after 32 years at the Library. Ms. Mock also announced that she will be leaving the Library on October 14 to become the new librarian at the Illinois Veteran's Home. The Board thanked Ms. Mock for her service to the Library and wished her well with her new position.

Burgundy Hill reported that Quincy Reads was kicked off on September 18 and nearly all of the books have been distributed. The Library has attended several community events in September and October to promote Quincy Reads and other Library programs. She stated that the Library

continues to work on the computer upgrade. YA Librarian Michelle Grinstead has resigned from her position to move to California, and Reference Clerk Sara Deters has resigned from her position for a new job at JWCC. Amanda Griesbaum has been hired as the new YA Librarian, and will start on October 18.

**B. Director's Report:** Kathleen Helsabeck stated that she has given presentations about the mobile library project to several community organizations and is scheduled for several more in the months of October and November. The donation campaign will kick off on October 15. She reported that the window replacement project was scheduled to start on October 11, but has been delayed because of the wet weather. She hopes it will start on October 18.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Jennifer Harvey reported that as of September 30, 2021, TQ had a balance of \$197,880.29 in its checking account. Two checks were submitted for approval: Payment #4 to Quincy Public Library for \$30,528.16 and a payment of \$202.95 to Phillips Media Group (formerly Quincy Herald-Whig) for the publication of the treasurer's annual report. There being no discussion, Phyllis Robertson moved to approve two checks for a total of \$30,731.11. Christa Johnson seconded and the motion carried.

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

**C. Public Relations/Advocacy:** Pam Clow and 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 experiencing some troubling incidents of bullying and harassment of a couple of their members. She has met with several of the Friends to help alleviate some of the tension, but problems continue. She and Kathy Ridder from the QPL Board are monitoring the situation. Ms. Helsabeck reminded the Board that the Fall Book Sale will be October 21 – 23 in the large meeting room. She noted that after the sale, she and the Friends will need to have a discussion about storage space as they are outgrowing the book sale storage space in the basement.

## **VII. QPL COMMITTEE REPORTS**

**A. Finance:** Jennifer Harvey reported that the QPL Finance Committee has a meeting scheduled for Monday, November 1, 2021, at 5:00 p.m.

**B. Policy:** Seth Klusmeyer was absent. Kathleen Helsabeck reported that the QPL Policy Committee met on September 20, 2021, where they discussed final revisions to the Sick Leave Bank Policy and the Employee Handbook. The QPL Board approved both documents at their October meeting.

**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.

### **VIII. UNFINISHED BUSINESS**

**A. Report on TQ Board Record Audit.** Christa Johnson and Malinda Vogel reported that they audited the official TQ Board records for FY20/21 and found no issues.

### **IX. NEW BUSINESS**

**A. Discussion of FY21/22-2 Levy Ordinance.** A copy of the proposed ordinance was emailed to the Board by Bill McCleery and included in the Board packet. The public hearing for the ordinance will be at the November 11, 2021, TQ Board meeting. The Board will also adopt the ordinance at that meeting. A copy of the Truth in Taxation notice was also included in the Board packet. Kim Akers stated that the notice was published in the Saturday, October 9, 2021, edition of the Quincy Herald-Whig. She stated that it was possible members of the public will attend the November TQ meeting because of the notice, and Board Members should be prepared to answer questions about the levy increase.

There being no further discussion, Barb Girouard moved to adjourn the meeting at 5:48 p.m. Phyllis Robertson seconded and the motion carried.

Respectfully submitted,  
Kimberly Akers