

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 16, 2021
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, September 16, 2021, with Malinda Vogel presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Christa Johnson, Jennifer Harvey, Pam Clow, and Barb Girouard. **Trustees Absent:** Phyllis Robertson and Seth Klusmeyer. **Others Present:** Kathleen Helsabeck, Kim Akers, Burgundy Hill, Bobbi Mock, Angela Ketteman – QPL Liaison, and William McCleery – TQ Attorney.

President Malinda Vogel opened the public hearing on Appropriation Ordinance #FY21/22-1 at 5:30 p.m. There being no comments and no public in attendance, the hearing was closed at 5:31 p.m.

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

Jennifer Harvey moved to approve the regular meeting minutes of August 12, 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.

V. DISTRICT REPORTS

A. Circulation and Events Report: Bobbi Mock reported that the Library has been heavily promoting the homebound delivery service by partnering with Meals on Wheels and other agencies. To date, they have signed up 15 new patrons for the service. Door traffic decreased in August, which was to be expected, but circulation numbers were 5,800 checkouts higher than July. Burgundy Hill reported that the Library has been partnering with a number of organizations for back-to-school events, art programs, and college prep presentations to the teens. The Library will kick off Quincy Reads on September 18, and will present programs relating to the community read throughout September and October.

B. Director's Report: In addition to the written report, Kathleen Helsabeck updated the Board on the mobile library project. She stated that she wants to reach out to area service organizations and is asking for information on those groups. She also asked that Board Members share any memories of the previous bookmobiles for a media campaign. The Foundation will kick off a funding campaign on October 15, and is asking for names of potential donors. The Library submitted two grants for the project, which the Foundation has agreed to match. Ms.

Helsabeck stated that she will also ask the Friends for a pledge at their October meeting. She hopes to raise \$400,000 through grants, pledges, and donations. Ms. Helsabeck stated that the Library will host a Quincy Area Chamber of Commerce Business Before Hours on September 23, 2021, from 7:00 to 8:30 a.m. She encouraged Board Members to attend.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of August 31, 2021, TQ had a balance of \$121,555.62 in its checking account. Four checks were submitted for approval: Payment #3 to Quincy Public Library for \$30,528.16, a payment to Schmiedeskamp, Robertson, Neu & Mitchell for \$551.25, a payment to Kavanagh Scully for \$200.00, and a check to Quincy Public Library for the transfer of the Per Capita Grant funds for \$16,403.48. Kathleen Helsabeck stated that she consulted with Phil Lenzini of Kavanagh Scully about the TQ levy resulting in the invoice for services. There being no further discussion, Christa Johnson moved to approve four checks for a total of \$47,682.89. Barb Girouard seconded and the motion carried. Ms. Harvey then reported that she and Malinda Vogel renewed the CD at Mercantile Bank as approved at the August meeting. A total of \$103,523.07 was rolled into a six-month CD that matures on February 22, 2022, with an interest rate of .20%.

B. Policy and Services: Phyllis Robertson was absent. 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 will celebrate the 10th anniversary of Secondhand Prose throughout October with raffle prizes, the introduction of a loyalty card program, and free coffee. In addition, they are also holding their annual fall book sale the weekend of October 21-23, 2021.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that the QPL Finance Committee met on August 23, 2021, where they began work on the FY22/23 budget, discussed requesting a levy increase from the City, and submitted the official request for funding from the City through the American Recovery Plan Act for window replacement. The next meeting is scheduled for Monday, November 1, 2021, at 5:00 p.m.

B. Policy: Kathleen Helsabeck reported that the QPL Policy Committee met on August 11, 2021, and again on August 30, 2021, where they approved changes to the Materials Selection Policy, Emergency Closure Policy, Programming Policy, and Social Media Policy. The Committee also discussed revisions to the Employee Handbook and Sick Leave Bank policy.

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

No Unfinished Business was brought before the Board.

IX. NEW BUSINESS

A. Approval of FY21/22-1 Appropriation Ordinance. A copy of the proposed ordinance was included in the Board packet. Bill McCleery stated that the ordinance contains the same budget numbers that the Board approved in August. There being no further discussion, Pam Clow moved to approve the FY21/22-1 Appropriation Ordinance as presented. Christa Johnson seconded. A roll call vote was held with the following results:

Christa Johnson	yes	Pam Clow	yes
Jennifer Harvey	yes	Barb Girouard	yes
Malinda Vogel	yes	Seth Klusmeyer	absent
Phyllis Robertson	absent		

The motion carried with five yes votes, zero no votes, and two absent. Mr. McCleery will see that the ordinance is published.

B. Review of Strategic Plan. Bobbi Mock presented the latest update to the Strategic Plan noting that there were not very many overall changes. She stated that the current plan will expire in 2022, and encouraged the Board to start thinking about goals for the next plan.

C. Audit of TQ Board Records. Malinda Vogel and Christa Johnson volunteered to audit the official TQ Board records and will report their findings at the October meeting.

D. Illinois Public Library Annual Report (IPLAR). The IPLAR was presented to the Board. Kathleen Helsabeck stated that the report was completed and submitted to the State Library by the August 31 deadline.

There being no further discussion, Jennifer Harvey moved to adjourn the meeting at 6:00 p.m. Christa Johnson seconded and the motion carried.

Respectfully submitted,
Kimberly Akers