

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 11, 2021
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, November 11, 2021, with Malinda Vogel presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Christa Johnson, Jennifer Harvey, Pam Clow, Seth Klusmeyer, and Phyllis Robertson. **Trustees Absent:** Barb Girouard. **Others Present:** Kathleen Helsabeck, Kim Akers, Burgundy Hill, and Bill McCleery – TQ Attorney.

Malinda Vogel opened the public hearing on the FY21/22-2 Levy Ordinance at 5:30 p.m. There being no public in attendance, the hearing was closed at 5:32 p.m.

I. APPROVAL OF AGENDA

Malinda Vogel asked that Anita Failor of Wade Stables be moved to the top of the agenda to present the annual audit report. Seth Klusmeyer moved to approve the agenda as revised. Pam Clow seconded and the motion carried.

II. APPROVAL OF MINUTES

Phyllis Robertson moved to approve the regular meeting minutes of October 14, 2021, as presented. Pam Clow 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. Library Report: Kathleen Heslabeck reported that checkouts were down for October, but traffic was higher than in September. Evelyn Uppinghouse has retired from the Technical Services Department after 32 years at the Library. Former School Delivery Specialist Sean Waters will be taking her place. The A/V window project is nearly complete; all that is left is some inside cosmetic repairs. Cleaning, caulking, repairing, and repainting the Dryvit on the outside of the building has started and will continue for another week. Ms. Helsabeck thanked the TQ Board for funding this project. The HVAC is not working properly throughout the building. There is no timeline for repairs because of the inability to get parts. The Library has received a quote from Adams to take over the IT project to migrate to Windows 10. The QPL Board will evaluate the quote and make a decision as soon as possible. Ms. Helsabeck has requested \$150,000 from the City of Quincy to help fund several large projects. Mayor Troup has indicated he will make a decision in January. The Mobile Library project continues as grant applications have been submitted and the first donor campaign letter has gone out. Ms. Helsabeck and Burgundy Hill continue to give presentations at local service organizations on the project. Two bars located next to the Library have requested permission for their customers to use the Library's parking lot. A lease agreement for each is being drafted. The Library's liability insurance recently did a site visit to check on recommendations from last year and make new suggestions for this year. Ms. Helsabeck announced that she will not be filling the vacant Assistant Director position. Instead, she will be instituting team lead positions in four areas, all

of whom will report to Burgundy Hill. A new organizational chart was included in the Library Report outlining the new positions. The Quincy Historic Newspaper Archive project has been updated with newspapers to December of 2020. In addition, the Library has added several new databases including Chilton's Auto Repair, Legal Forms, and Mango Languages.

Ms. Helsabeck updated the Board on the recent issues with the fire alarms. A memo detailing all of the issues and decisions made to keep the staff and patrons safe during this situation was included in the Board packet. Quotes from both Alarm Systems, Inc. and Seico to repair and update the system have been received. The QPL Board will discuss the quotes at their retreat on November 12.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of October 31, 2021, TQ had a balance of \$183,972.02 in its checking account. One check was submitted for approval: Payment #4 to Quincy Public Library for \$30,528.16. There being no discussion, Christa Johnson moved to approve the payment. Phyllis Robertson 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 reported that she and Barb Girouard are planning on doing a small campaign to raise awareness of the TQ Library District in the spring.

D. Friends of the Library: Kathleen Helsabeck reported that the Friends of the Library held their Fall Book Sale the end of October and realized \$2,646. They also celebrated the 10th anniversary of Secondhand Prose in October.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that the QPL Finance Committee met on November 9, 2021, where they discussed the draft FY22/23 budget. The next meeting is scheduled for January 11, 2022.

B. Policy: Seth Klusmeyer reported that the QPL Policy Committee met on October 18 where they approved revisions to 13 policies. Those policy revisions were approved at the November QPL Board meeting.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee did not meet, but has a meeting scheduled for Wednesday, December 1, 2021, at 5:15 p.m.

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. Adoption of FY21/22-2 Levy Ordinance. Pam Clow moved to adopt the FY21/22-2 Levy Ordinance as presented. Jennifer Harvey seconded. A roll call vote was held with the following results:

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

The motion carried with six yes votes, zero no votes, and one absent.

B. Annual Audit – Wade Stables. Anita Failor of Wade Stables presented the FY2020 Annual Audit Report to the Board. She noted that TQ ended the year with a decrease in net position of \$99,742 as compared to a decrease of \$134,588 in FY2019. This means the expenses exceeded the revenues in both years, but did not include the CD that matured and was deposited into the checking account this year. Bill McCleery asked why property tax received was designated as an unearned liability. Ms. Failor explained that property taxes are considered to be unearned because they are levied in one fiscal year, but received in the next. They are considered to be a liability because they are not an available source of revenue until the following fiscal year but are still considered to be an asset. There being no further discussion, Christa Johnson moved to approve the annual audit report as presented. Jennifer Harvey seconded. A roll call vote was held with the following results:

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

The motion carried with six yes votes, zero no votes, and one absent. Ms. Failor was thanked for her report.

C. Discussion of Staff Holiday Gifts. After a brief discussion, the Board agreed to present the staff with cash gifts of \$100 each again this year. The gifts will be distributed at the staff and Board holiday luncheon on December 16, 2021.

D. Review of *Serving Our Public*. Kathleen Helsabeck distributed a breakdown of all the chapters and core standards of *Serving Our Public*. She reviewed the standards and indicated which the Library is currently following, which need improvement, and which standards need to be addressed.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting at 6:09 p.m. Pam Clow seconded and the motion carried.

Respectfully submitted,
Kimberly Akers

