

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 13, 2022
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, January 13, 2022, with Malinda Vogel presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Christa Johnson, Barb Girouard, Jennifer Harvey, Pam Clow, and Seth Klusmeyer. **Trustees Absent:** Phyllis Robertson. **Others Present:** Kathleen Helsabeck, Kim Akers, Burgundy Hill, and Harry Ruth – QPL Liaison.

I. APPROVAL OF AGENDA

Malinda Vogel asked that approval of the November minutes be added to the agenda since there was not a quorum in December. Barb Girouard moved to approve the agenda as revised. Pam Clow seconded and the motion carried.

II. APPROVAL OF MINUTES

Christa Johnson moved to approve the regular meeting minutes of November 11, 2021, and the notes from December 14, 2021, as presented. Jennifer Harvey seconded and the motion carried.

III. PUBLIC COMMENTS

Secondhand Prose Bookstore Manager Geri Grawe read a statement about the Friends of the Library and the bookstore. Malinda Vogel thanked Ms. Grawe and the rest of the Friends in attendance for their work on behalf of the Library.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

Several thank you notes from the Library staff were presented to the Board. Harry Ruth from the QPL Board was welcomed to the meeting.

V. DISTRICT REPORTS

A. Library Report: Kathleen Heslabeck reported that the Library welcomed and said goodbye to several staff members in December and January. The Library currently has eight open positions and is looking to fill five of them. At the January meeting, the QPL Board voted to engage an engineering consultant to help sort through the options for a new HVAC system. The current system ceased working properly in early January causing several areas in the building to be without heat. Three new compressors were installed on January 12 to fix that problem. Ms. Helsabeck has asked the City to help fund the new HVAC system using ARPA funds, but they have only agreed to fund the original window replacement. She noted that the City will do a second reading on the funding projects at the January 18 City Council meeting. She encouraged all Board Members to attend. Donations for the mobile library project continue to come in. The Library has been awarded a \$4,000 grant through the Samantha Otte Youth Opportunity Fund from the Community Foundation for the project bringing the current total raised to just over \$21,000. The Library received a grant from the Moorman Foundation to purchase new lockers for the main library. However, the lockers selected would not work with our current ILS system. Ms. Helsabeck received approval from the Moorman Foundation to move the grant funds into the mobile library project.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of December 31, 2021, TQ had a balance of \$120,179.56 in its checking account. One check was submitted for approval: Payment #7 to Quincy Public Library for \$30,528.16. There being no discussion, Pam Clow moved to approve the payment. Barb Girouard seconded and the motion carried. Ms. Harvey then stated that the CD at Mercantile will mature on February 22, 2022. The CD is currently valued at \$103,523.07 and is a six-month CD. After discussion, Ms. Harvey was asked to explore rates, but the Board agreed to let the CD roll over if there are no significant increases in interest rates to merit a reinvestment in a different CD.

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

C. Public Relations/Advocacy: Pam Clow and Barb Girouard reported that the Public Relations/Advocacy Committee has not met.

D. Friends of the Library: Kathleen Helsabeck reported that the Friends of the Library Executive Committee met with QPL Board President Kathy Ridder to discuss issues within the Friends and its relationship with the QPL Board. Ms. Helsabeck stated that the meeting was positive and she looks forward to working with the Friends in the future.

VII. QPL COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that the QPL Finance Committee did not meet. Kathleen Helsabeck presented a draft FY22/23 budget to the QPL Board at their January meeting, which will be discussed at the January 27, 2022, Finance Committee meeting.

B. Policy: Seth Klusmeyer reported that the QPL Policy Committee did not meet.

C. Personnel: Malinda Vogel reported that the QPL Personnel Committee met on Wednesday, December 1, 2021, in executive session to discuss the Director's evaluation. TQ Board Members were given an evaluation form for the Executive Director and were asked to return the form to QPL Personnel Chair Clairice Hetzler by January 27, 2022.

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. February Meeting. The need for a February meeting was discussed. Christa Johnson moved to cancel the February TQ Board meeting and approve the monthly contractual payment to QPL. Seth Klusmeyer seconded and the motion carried.

B. Annual Financial Report. A copy of the FY2021 Annual Financial Report to the State of Illinois was prepared by Kathleen Helsabeck and included in the Board packet. No action was needed on this report.

There being no further discussion, Jennifer Harvey moved to adjourn the meeting at 6:02 p.m. Christa Johnson seconded and the motion carried.

Respectfully submitted,
Kimberly Akers