

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 14, 2022
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met on Thursday, April 14, 2022, with Malinda Vogel presiding. The meeting was called to order at 5:35 p.m. **Trustees Present:** Barb Girouard, Jennifer Harvey, Phyllis Robertson, Seth Klusmeyer, and Christa Johnson. **Trustees Absent:** Pam Clow. **Others Present:** Kathleen Helsabeck, Kim Akers, and Victoria DeMent.

I. APPROVAL OF AGENDA

Christa Johnson moved to approve the agenda as presented. Seth Klusmeyer seconded and the motion carried.

II. APPROVAL OF MINUTES

Barb Girouard moved to approve the regular meeting minutes of March 10, 2022, as presented. Jennifer Harvey seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

No correspondence was presented.

V. DISTRICT REPORTS

A. Library Report: Kathleen Helsabeck reported that the Library saw an average of 294 visitors and an average of 798 checkouts per day in March. Cardholder numbers have also increased 14% over FY20/21. Caitlin McHugh has joined the Library as the new Young Adult Librarian, and Lauren Cunningham has joined the Library as a new Reference Librarian. Additionally, Jerry Rumley has been promoted to a full-time Maintenance Technician, and Matthew Stiern has joined the staff as a part-time Maintenance Technician. Ms. Helsabeck noted that a copy of the minutes from the March 30 President's meeting was also included in the Board packet as well as an organizational chart that shows the hierarchy of the Library's support organizations and a document that shows the history, purpose, and funding of each organization.

Ms. Helsabeck then presented an update on the progress of the mobile library project. At their April meeting, QPL Board approved a disbursement of \$35,000 collected for the mobile library plus an additional \$49,000. The Friends of the Library are considering a pledge of \$30,000 for the project, but will not vote on it until May. The \$49,000 from the QPL Board covers that pledge as well as an additional \$19,000 needed for the down payment. Additionally, the Mary Weems Barton/Quincy Public Library Foundation held a special meeting on April 13 to approve a disbursement of \$32,000 collected for the project plus fund an additional \$35,000 for a total of \$67,000, which totals the \$151,000 needed for the initial down payment.

Victoria DeMent updated the Board on the upcoming Libations for the Library fund-raiser on May 21, 2022, at the State Room. There will be live music, a cash bar, heavy hors d'oeuvres, a silent auction, and a dueling bartender competition. She stated that 25 tickets have been sold so

far, and asked each Board Member to sell three to five tickets each. In addition, over \$10,000 in sponsorships have been received. Ms. DeMent expects over \$25,000 in profits for the event.

VI. TQ COMMITTEE REPORTS

A. Finance: Jennifer Harvey reported that as of March 31, 2022, TQ had a balance of \$64,654.36 in its checking account. Two checks were submitted for approval: Payment #10 to Quincy Public Library for \$30,528.16 and a payment to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$280.00. She stated that the CD at Mercantile in the amount of \$103,582.16 was cashed in on March 22, 2022, and deposited into the checking account. There being no further discussion, Christa Johnson moved to approve the two checks totaling \$30,808.16. 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: 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 held their Spring Book Sale on March 31, April 1, and April 2, 2022, and realized over \$3,000 in profits. They also noticed that by restricting entrance to the sale through the Library, they saw higher sales at the Secondhand Prose bookstore.

VII. QPL COMMITTEE REPORTS

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

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

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

D. Building & Grounds: Christa Johnson reported that the Building & Grounds Committee met on March 31 where they met with a representative of Thermal Mechanics, Inc. (TMI). At the April meeting, the QPL Board authorized TMI to perform a detailed analysis of the current HVAC system to find the problems and offer recommendations on how to repair and/or replace the system at a cost of \$9,150.

VIII. UNFINISHED BUSINESS

A. Nominating Committee Report. Malinda Vogel reported that the nominating committee is recommending the following slate of officers for FY22/23:

President	Malinda Vogel
Vice President	Phyllis Robertson
Secretary	Barb Girouard
Treasurer	Jennifer Harvey

The slate of officers will be approved at the May 16 annual meeting.

B. Statements of Economic Interest. Board Members were reminded that the Statements of Economic Interest need to be submitted to either Kim Akers or the County Clerk by May 1. Kathleen Helsabeck offered to send out information on how to complete the new statements.

IX. NEW BUSINESS

A. May Meeting Date Reminder. Kim Akers reminded the Board that the May meeting is their annual meeting and will be held on Monday, May 16, 2022, at 5:30 p.m. Phyllis Robertson stated she will be unable to attend that meeting.

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

Respectfully submitted,
Kimberly Akers