

**Townships of the Quincy Area Public Library District
Board of Trustees Meeting
June 16, 2022
Minutes**

The regular meeting of the Townships of the Quincy Area Public Library District Board of Trustees was called to order at 5:30 p.m. on Monday, May 16, 2022, by President Jennifer Harvey. Trustees present: Pam Clow, Phyllis Robertson, Seth Klusmeyer, and Christa Johnson. Trustees absent: Barb Girouard. Others present: Kathleen Helsabeck, Kim Akers, and Kathy Ridder – QPL Liaison.

I. APPROVAL OF AGENDA

Pam Clow moved to approve the agenda as presented. Phyllis Robertson seconded and the motion carried.

II. APPROVAL OF MINUTES

Phyllis Robertson moved to approve the May 16, 2022, annual meeting minutes as presented. Seth Klusmeyer seconded and the motion carried. Pam Clow moved to approve the May 16, 2022, regular meeting minutes as presented. Seth Klusmeyer seconded and the motion carried.

III. PUBLIC COMMENTS

There were no public in attendance.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

No correspondence was presented. Kathy Ridder from the QPL Board was welcomed to the meeting.

V. DISTRICT REPORTS

- A. Library Report** – Kathleen Helsabeck reported that traffic and circulation numbers continue to increase. Three compressors were replaced in the HVAC system, but the system continues to have problems. TMI was on hand to run a full diagnosis of the system, and submitted a report. Ms. Helsabeck is waiting on their proposal. The Library is still not able to offer public computers, but staff have access to their emails and the Internet. The Library is working with the City's IT staff and Adams to restore access to the computer files. The Libations for the Library event was a huge success and plans are being made for a second event next year. The Books and Bags Event hosted by Port's Place was also a success and hit their goal of raising \$5,000 for the mobile library project. Summer reading kicked off on June 4 with over 1,000 people in attendance. The first Book-It and Beer adult prize event will be held on June 23 at Quincy Brewing Company for those adults who have reached their reading goal.

VI. TQ COMMITTEE REPORTS

- A. Finance Committee:** Pam Clow reported that as of May 31, 2022, the TQ checking account at Homebank had a balance of \$33,833.05. No checks were presented for

payment. The TQ Finance Committee will meet on Monday, June 27, 2022, at 5:30 p.m. to begin work on the FY22/23 budget, FY23/24 levy, and appropriations ordinance.

- B. Policy and Services:** Seth Klusmeyer reported that Policy and Services did not meet.
- C. Public Relations/Advocacy:** Kathleen Helsabeck reported that she is working on the flyer for TQ.
- D. Friends of the Library:** Kathleen Helsabeck reported that the Friends met on June 13 for their annual summer luncheon.

VII. QPL COMMITTEE REPORTS

- A. Finance Committee – Pam Clow:** Pam Clow reported that the QPL Finance Committee did not meet.
- B. Policy Committee – Seth Klusmeyer.** Seth Klusmeyer reported that the QPL Policy Committee met on May 27 where they continued the discussion on the draft Tuition Reimbursement Policy, the consent agenda for the QPL Board, and the board protocol policy.
- C. Personnel Committee – Christa Johnson:** Christa Johnson was absent. The QPL Personnel Committee did not meet.
- D. Building & Grounds Committee – Seth Klusmeyer:** Seth Klusmeyer reported that the QPL Building & Grounds Committee did not meet.

VIII. UNFINISHED BUSINESS

- A. Nominating Committee Report.** Jennifer Harvey asked for suggestions of potential Board Members from TQ Board Members. It was noted that Malinda Vogel's vacant seat expires in 2023. The appointed person will serve until that time and then must run for election in the April 2023 consolidated election for a full term.

IX. NEW BUSINESS

- A. Appointment of Committees.** Jennifer Harvey stated that she has contacted all TQ Board Members and all have agreed to serve on committees as requested. A copy of the FY22/23 Committees was distributed to the Board.
- B.** QPL Board President Kathy Ridder stated that she is setting up an Ad Hoc Strategic Planning Committee to begin work on a one-, three-, and five-year strategic plan for QPL and its supporting organizations. The committee will consist of two members each from the QPL Board, TQ Board, MWB/QPL Foundation Board, and the Friends of the Library. In addition, members of the QPL Administration and two QPL staff members will sit on the committee. She will be sending a letter to each of the organizations asking for their input and requesting representatives from their organization. She stated that the committee will work on developing long-range goals for the building, staff, marketing,

fund-raising, and other needs of the support organizations. Jennifer Harvey volunteered to serve on the committee.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting. Pam Clow seconded and the meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Kimberly Akers