

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

The regular meeting of the Townships of the Quincy Area Public Library District Board of Trustees was called to order at 5:36 p.m. on Monday, May 16, 2022, by President Jennifer Harvey. Trustees present: Pam Clow, Barb Girouard, Seth Klusmeyer, and Christa Johnson. Trustees absent: Phyllis Robertson. Others present: Kathleen Helsabeck, Kim Akers, and Bill McCleery – TQ Attorney.

**I. APPROVAL OF AGENDA**

Pam Clow moved to approve the agenda as presented. Barb Girouard seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Christa Johnson moved to approve the April 14, 2022, regular meeting minutes as presented. Barb Girouard seconded and the motion carried.

**III. PUBLIC COMMENTS**

There were no public in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

No correspondence was presented. There were no guests in attendance.

**V. DISTRICT REPORTS**

- A. Library Report** – Kathleen Helsabeck reported that Library continues to see an increase in daily visitors to the Library as well as an increase in checkouts. She noted that Chloe Jones has been hired as a new Children’s Clerk, and Katie Kraushaar has left the Library for another position after having worked there for 17 years. Ms. Helsabeck stated that TMI has been at the Library for a week to evaluate the HVAC system and note any problems. After they are done with the evaluation, they will work with the Library to create a plan to address those problems. Adams County Glass has started fabricating the metal frames for the windows and is only waiting on the glass shipment to start replacing the windows. Ms. Helsabeck pointed out the Summer Reading Program information in the report and encouraged everyone to attend the kickoff on June 4 and participate in the program. The weekend of May 28, Port’s Place will be hosting a Books and Bags Event in the Library’s parking lot. They will have a corn hole tournament, live music, food trucks, and family activities with a portion of the proceeds going to the mobile library project. She reminded the Board of the Libations for the Library event on May 21, and asked that they continue to sell tickets and turn the money into Library Administration as soon as possible. Ms. Helsabeck noted that the Foundation has been awarded a grant of \$10,000 from the J.W. Gardner II Foundation, a grant from the Rotary Foundation for \$10,000, and two grants of \$1,000 each from the Noon and Breakfast Kiwanis all for the

mobile library project. She wrapped up her report by stating that the City approved the Library's FY22/23 budget with only a few minor changes.

## **VI. TQ COMMITTEE REPORTS**

- A. Finance Committee:** Jennifer Harvey reported that as of April 30, 2022, the TQ checking account at Homebank had a balance of \$33,840.17. It was noted that TQ ended the fiscal year with \$87,720.41 more than anticipated in revenue from the CD that was cashed in on March 22, 2022. There were no checks presented for payment.
- B. Policy and Services:** Phyllis Robertson was absent. Policy and Services did not meet.
- C. Public Relations/Advocacy:** Kathleen Helsabeck reported that the QPL Ad Hoc Advocacy met on May 3 to begin discussion on an advocacy plan. She stated that the QPL Board had a retreat on May 13 where they continued the discussion. Another meeting will be scheduled in the coming weeks.
- D. Friends of the Library:** Kathleen Helsabeck reported that the Friends have pledged \$15,000 for the mobile library project.

## **VII. QPL COMMITTEE REPORTS**

- A. Finance Committee – Jennifer Harvey:** Jennifer Harvey reported that the QPL Finance Committee did not meet.
- B. Policy Committee – Seth Klusmeyer.** Seth Klusmeyer reported that the QPL Policy Committee met on April 26 where they discussed the draft Tuition Reimbursement Policy and the joint agreement with the Friends. The draft Tuition Reimbursement Policy was sent to the QPL Board for approval, but was returned to the Policy Committee for further revisions.
- C. Personnel Committee:** Kathleen Helsabeck reported that the QPL Personnel Committee did not meet.
- D. Building & Grounds Committee – Christa Johnson:** Christa Johnson reported that the QPL Building & Grounds Committee did not meet.

## **VIII. UNFINISHED BUSINESS**

No unfinished business was brought before the Board.

## **IX. NEW BUSINESS**

- A. Appointment of Nominating Committee.** Jennifer Harvey reported that with Malinda Vogel's resignation from the Board, it has become necessary to look for someone to fill the remainder of her term. It was noted that her term expires in 2023, at which time the person appointed may elect to run for a full term on the Board. Ms. Harvey asked that suggestions for potential Board Members be emailed to her and Kathleen Helsabeck. She

will appoint a nominating committee to review the potential members with Ms. Helsabeck.

- B. Approval of Non-Resident Fee.** Kathleen Helsabeck presented the calculations for the FY22/23 non-resident fee for TQ. Because the Board increased the tax levy, this year's non-resident fee calculation is \$84.53. She stated that QPL approved their FY22/23 non-resident fee of \$80.00 at the May meeting, and recommended that TQ approve the same amount. There being no further discussion, Christa Johnson moved to approve the recommended non-resident fee for FY22/23 of \$80.00. Seth Klusmeyer seconded and the motion carried.

There being no further discussion, Barb Girouard moved to adjourn the meeting. Pam Clow seconded and the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Kimberly Akers