

Townships of the Quincy Area Public Library District
Board of Trustees Meeting
July 14, 2022
Minutes

The regular meeting of the Townships of the Quincy Area Public Library District Board of Trustees was called to order at 5:31 p.m. on Thursday, July 14, 2022, by President Jennifer Harvey. Trustees present: Pam Clow, Phyllis Robertson, Seth Klusmeyer, and Barb Girouard. Trustees absent: Christa Johnson. Others present: Kathleen Helsabeck, Kim Akers, Mary Ridder, Bill McCleery – TQ Attorney.

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

Barb Girouard moved to approve the June 16, 2022, regular meeting minutes as presented. Phyllis Robertson seconded and the motion carried.

III. PUBLIC COMMENTS

Geri Grawe, *Secondhand Prose* bookstore manager, spoke about the Friends.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

A letter from Secretary of State Jesse White was received awarding TQ a Per Capita Grant in the amount of \$14,865.05. Mary Ridder, a potential new TQ Board Member, welcomed to the meeting.

V. DISTRICT REPORTS

A. Library Report – Kathleen Helsabeck reported that the Library circulated more than 500 items every day in June and over 1,000 on several days. The Library has openings for a full-time Adult Programmer and Community Engagement Specialist and a part-time Delivery Specialist. A part-time Maintenance Technician was recently hired. While all of the archived data has been restored to staff computers, the Library is still not able to offer computers to the public. Adams is working on rebuilding the thin client profiles and are expected to begin testing those profiles the week of July 18. Ms. Helsabeck hopes to offer public computers by the end of July. The Library was visible in the community at several events including Arts Night and the Juneteenth Celebration at Jackson-Lincoln Swimming Complex and at Q-Fest on June 25.

B. Board Education – Kathleen Helsabeck presented a slide show reviewing the Open Meetings Act to the Board.

VI. TQ COMMITTEE REPORTS

A. Finance Committee: Pam Clow reported that as of June 30, 2022, the TQ checking account at Homebank had a balance of \$33,831.50. Three checks were presented for

approval – check #1342 to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$306.25, check #1343 for the first contractual payment to Quincy Public Library in the amount of \$31,749.29, and check #1344 to O'Brien Insurance in the amount of \$229.00 for the annual D & O insurance premium. There being no further discussion, Seth Klusmeyer moved to approve the checks totaling \$32,284.54 as presented. Barb Girouard seconded and the motion carried.

Jennifer Harvey and Pam Clow presented the draft FY22/23 budget discussed at the June 27 TQ Finance Committee meeting. TQ expects to receive \$415,959.47 in taxes this fiscal year. TQ was committed to give \$120,000 in collection development in FY21/22 but did not have enough revenue. This year's collection development amount was supposed to be \$63,000 to include the remaining amount owed, but the committee agreed to raise it to \$87,500. To better track publication expenses paid through Schmiedeskamp, Robertson, Neu & Mitchell, the committee agreed to budget \$2,000 in legal expenses and \$2,000 in publication expenses. Ms. Clow stated that the committee agreed to create a new PR and Marketing budget line funding it at \$2,000. The staff holiday gift line was raised to \$4,700 and the special projects line was lowered to \$15,000. There being no further discussion, Phyllis Robertson moved to approve the draft FY22/23 budget as presented. Barb Girouard seconded and the motion carried. Bill McCleery stated he will prepare the public hearing notice for the appropriation ordinance for the September TQ Board meeting. Kathleen Helsabeck stated she will check on the estimated FY23/24 EAV figure to ensure it is at least 13% as required.

- B. Policy and Services:** Seth Klusmeyer reported that Policy and Services did not meet.
- C. Public Relations/Advocacy:** Pam Clow and Barb Girouard showed a draft flyer created by Victoria DeMent for TQ to the Board. They stated that they would like to distribute this flyer door-to-door in their neighborhoods and asked that it have more information about library services available to TQ card holders.
- D. Friends of the Library:** The Friends met on July 11 where they began making plans for their annual fall book sale, the date of which has not yet been determined.

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 did not meet. Kathleen Helsabeck stated that the draft Tuition Reimbursement Policy has been sent back to the committee for further clarification.
- C. Personnel Committee – Seth Klusmeyer:** Seth Klusmeyer reported that the QPL Personnel Committee did not meet.

- D. Building & Grounds Committee – Christa Johnson:** Christa Johnson was absent. Kathleen Helsabeck reported that the QPL Building & Grounds Committee met on July 6 where they discussed contracting with Daikin TMI to replace the condensers on the roof, and repair and clean the entire HVAC system. The QPL Board voted to approve that contract at their July Board meeting in the amount of \$472,567.

VIII. UNFINISHED BUSINESS

- A. Nominating Committee Report.** Jennifer Harvey reported that Mary Ridder has agreed to fill the vacant seat. She has not yet decided if she will run for the remainder of Malinda Vogel’s term in the April 2023 consolidated election. Ms. Harvey stated that she will not be running for re-election and asked that Board Members start looking for potential candidates for the open seats. There being no discussion, Phyllis Robertson moved to appoint Mary Ridder to fill the vacant seat on the Board. Seth Klusmeyer seconded and the motion carried.

IX. NEW BUSINESS

No New Business was brought before the Board.

There being no further discussion, Pam Clow moved to adjourn the meeting. Barb Girouard seconded and the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Kimberly Akers