

**Townships of the Quincy Area Public Library District  
Board of Trustees Meeting  
October 13, 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 Thursday, October 13, 2022, by President Jennifer Harvey. Trustees present: Pam Clow, Phyllis Robertson, Christa Johnson, Seth Klusmeyer, and Barb Girouard. Trustees absent: Mary Ridder. 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 September 15, 2022, regular session minutes as presented. Seth Klusmeyer seconded and the motion carried.

**III. PUBLIC COMMENTS**

Friends of the Library President Kathy Dieker updated the Board on the recent history book sale and the fall book sale.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

No correspondence was presented to the Board.

**V. DISTRICT REPORTS**

**A. Library Report** – Kathleen Helsabeck reported that the final Big Read event featuring Amberley Snyder was a huge success with over 670 people in attendance. She stated that she met with TMI/Daikin to discuss the replacement of the condenser units. Unfortunately, they are still waiting on parts and are unsure of a timeline for the project. The public computers are once again operational five months after the cyber incident. A spreadsheet showing the updated financials for the mobile library was included in the Board packet. Ms. Helsabeck stated that a detailed circulation and event statistics report was included in the Board packet. The QPL Board has requested that this detailed monthly report be added to subsequent Board packets.

**VI. TQ COMMITTEE REPORTS**

**A. Finance Committee:** Pam Clow reported that as of September 30, 2022, the TQ checking account at Homebank had a balance of \$232,735.08. Another tax payment was received on September 22, 2022, bringing the total received to \$383,106.30. Kim Akers reported that Homebank added a stop payment charge in error. She contacted the bank, and they will be reversing the charges on the October statement. Two checks were presented for approval – check #1351 for the fourth contractual payment to Quincy Public Library in the amount of \$31,749.29 and check #1352 to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$537.62. There being no further discussion,

Christa Johnson moved to approve the checks totaling \$32,286.91 as presented. Phyllis Robertson seconded and the motion carried.

**B. Policy and Services:** Seth Klusmeyer reported that Policy and Services did not meet.

**C. Public Relations/Advocacy:** Barb Girouard reported that she and Pam Clow distributed the flyers about the TQ Library District in their neighborhoods. Kathleen Helsabeck stated that she will ask Victoria DeMent to print off more flyers and keep them in Administration in case any other TQ Board Members would like to distribute them.

**D. Friends of the Library:** Kathy Dieker of the Friends reported that they earned over \$6,000 at their special history book sale at the Quincy Town Center. She also reported that the annual fall book sale was going on in the Library's meeting room October 13, 14, and 15, 2022.

## **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.

**C. Personnel Committee – Seth Klusmeyer:** Seth Klusmeyer 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.

**E. Ad Hoc – Friends/QPL.** A copy of the minutes from the September 22 and October 6, 2022, Ad Hoc Committee meetings were included in the Board packet.

## **VIII. UNFINISHED BUSINESS**

**A. April 2023 Consolidated Election.** Jennifer Harvey announced that she will not be seeking re-election to the TQ Board. Christa Johnson and Mary Ridder will seek to retain their seats. Board members were asked to submit names for possible election or appointment to the TQ Board.

## **IX. NEW BUSINESS**

**A. Discussion of FY22/23 Levy Ordinance.** Bill McCleery presented a copy of the notice of public hearing for Levy Ordinance FY22/23-2. He stated that because the public hearing must occur 30 days after publication, it will be necessary to move the November meeting back one week or postpone the adoption of the ordinance until the December 13 meeting. The Board agreed to move the November meeting to Thursday, November 17, 2022. Mr. McCleery noted that because the levy is a 7% increase over last

fiscal year's levy, it will be necessary to publish the notice with a black border. This ordinance is to levy funds in the FY23/24 tax year. There being no further discussion, Seth Klusmeyer moved to publish the ordinance as presented. Pam Clow seconded and the motion carried.

**B. FY 21/22 Annual Treasurer's Report.** A copy of the FY21/22 annual Treasurer's Report was presented to the Board. Kim Akers stated that it is necessary for the Board to approve this report, publish it, and send proof of publication to the County Clerk to receive next year's tax levy payments. There being no further discussion, Barb Girouard moved to approve the FY21/22 Annual Treasurer's Report as presented. Phyllis Robertson seconded and the motion carried.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting. Christa Johnson seconded and the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Kimberly Akers