

Townships of the Quincy Area Public Library District
Board of Trustees Meeting
November 17, 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, November 17, 2022, by President Jennifer Harvey. Trustees present: Pam Clow, Phyllis Robertson, Mary Ridder, Christa Johnson, and Seth Klusmeyer. Trustees absent: Barb Girouard. Others present: Kathleen Helsabeck, Kim Akers, and Bill McCleery – TQ Attorney.

President Jennifer Harvey opened the Public Hearing on Levy Ordinance FY22/23-2 at 5:30 p.m. There being no discussion, Ms. Harvey closed the hearing at 5:31 p.m.

I. APPROVAL OF AGENDA

Pam Clow moved to approve the agenda as presented. Christa Johnson seconded and the motion carried.

II. APPROVAL OF MINUTES

Christa Johnson moved to approve the October 13, 2022, regular session minutes as presented. Pam Clow seconded and the motion carried.

III. PUBLIC COMMENTS

Geri Grawe from the Friends of the Library reported that the Friends earned \$2,513.70 at their fall book sale and the bookstore saw sales of \$758.25 during the three-day sale. She noted that a new slate of officers for the coming year has been nominated and will be voted in at the December holiday lunch meeting.

IV. RECOGNITION OF CORRESPONDENCE AND GUESTS

No correspondence was presented to the Board.

V. DISTRICT REPORTS

A. Library Report – Kathleen Helsabeck reported that Daikin/TMI started to install the new condensers on the roof, but discovered that several of them were the wrong voltage and had to order new ones. At the same time, two of the compressors stopped working, which is causing several areas in the building to not have heat. They are trying to fix the problem without much success. The window project was delayed due to supply issues but is scheduled to resume the week of November 21. The Library recently created a new Banned Book Club, which is seeing tremendous success. Board Members are invited to the annual staff and board holiday luncheon on Wednesday, December 14, 2022, from noon to 2:00 p.m. in the large meeting room. Ms. Helsabeck stated that TQ Board Members in attendance will have an opportunity to present staff with their annual holiday gift during the luncheon. She reported that circulation and event statistics remain steady and are consistent with 2021 numbers.

VI. TQ COMMITTEE REPORTS

A. Finance Committee: Pam Clow reported that as of October 31, 2022, the TQ checking account at Homebank had a balance of \$230,640.27. An additional tax payment was received on October 27, 2022, in the amount of \$30,090.20 bringing the total received to \$413,196.50. Three checks were presented for approval – check #1353 for the fifth contractual payment to Quincy Public Library in the amount of \$31,749.29, check #1354 to Schmiedeskamp, Robertson, Neu & Mitchell in the amount of \$774.58,

and check #1355 to Phillips Media Group (Quincy Herald-Whig) in the amount of \$202.95 for the publication of the annual treasurer's report. There being no further discussion, Seth Klusmeyer moved to approve the checks totaling \$32,726.82 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: Pam Clow reported that Public Relations / Advocacy did not meet.

D. Friends of the Library: Geri Grawe reported on Friends activities during the Public Comments portion of the meeting.

VII. QPL COMMITTEE REPORTS

A. Finance Committee – Pam Clow: Pam Clow reported that the QPL Finance Committee did not meet. Kathleen Helsabeck stated that a meeting has been scheduled for Tuesday, November 29, 2022, at 5:15 p.m.

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, but has a meeting scheduled for Friday, December 16, 2022, at noon.

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 October 27, 2022, Ad Hoc Committee meeting was included in the Board packet.

VIII. UNFINISHED BUSINESS

A. April 2023 Consolidated Election. Jennifer Harvey reported that she has changed her mind and will be seeking re-election to the TQ Board. Mary Ridder has decided not to seek election to the Board, but will complete her appointment until May of 2023. Christa Johnson will seek to retain her seat. Kathleen Helsabeck stated that she spoke with Mayor Troup about the vacant seat. He suggested looking at teachers in the school district to see if any meet the requirements for possible election or appointment to the TQ Board. She also spoke with members of the Mary Weems Barton/Quincy Public Library Foundation Board about the vacancies. It was noted that election paperwork needs to be completed in and turned into Kim Akers between December 12 and 19, 2022. She will file the paperwork with the County Clerk before the deadline of January 26, 2023.

IX. NEW BUSINESS

A. Approval of FY22/23 Levy Ordinance. A copy of Levy Ordinance FY22/23-2 was included in the board packet. There being no discussion, Seth Klusmeyer moved to approve the Levy Ordinance as presented. Mary Ridder seconded. A roll call vote was held with the following results:

Seth Klusmeyer	yes	Christa Johnson	yes
Mary Ridder	yes	Pam Clow	yes
Phyllis Robertson	yes	Jennifer Harvey	yes
Barb Girouard	absent		

The motion carried with six yes votes, zero no votes, and one absent.

B. QPL 2023 Holiday Schedule. A copy of the 2023 Library Holiday Schedule was included in the board packet. However, Kathleen Helsabeck stated that it will need to be modified, and a corrected copy will be provided to the Board.

C. Annual Audit Report. Brandy Willer of Wade Stables presented the annual audit for FY21/22. She noted that the audit had a clean opinion, and the TQ District ended the year on June 30, 2022, with a total net position of \$48,699. She stated that the cash was less than FY20/21 because of the CD that matured and was cashed in. She noted that the District spent less than budgeted in special projects and collection development, which helped with the positive net position. The only finding, as noted in the management and discussion letter, was to point out again that there is no segregation of financial and reporting duties for the District. Kim Akers handles all of the financial transactions and reporting for TQ. The auditors would like to see more than one person involved in these duties, but understand that is not possible at this time. There being no further discussion, Phyllis Robertson moved to approve the audit report for FY21/22 as presented. Christa Johnson seconded and the motion carried. Ms. Willer was thanked for presenting the audit.

D. The Board was reminded that the December TQ meeting will be held jointly with the QPL Board on Tuesday, December 14, 2022. TQ will meet at 5:30 p.m. and then will meet jointly with the QPL Board at 5:45 p.m. After that meeting is concluded, the QPL Board will meet. After a brief discussion about the need to hold a meeting in January and February, it was agreed that no meeting was necessary at this time. The TQ Board will need to approve the contractual payments to QPL at the December meeting.

There being no further discussion, Phyllis Robertson moved to adjourn the meeting. Christa Johnson seconded and the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Kimberly Akers