

**TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 27, 2018  
MINUTES**

The Townships of the Quincy Area Public Library District Board of Trustees met at the Quincy Public Library on Thursday, September 27, 2018, with Charlie Jones presiding. The meeting was called to order at 5:30 p.m. **Trustees Present:** Janice Riley, Ron Upper, and Jennifer Harvey. **Trustees Absent:** Fred Witte and Malinda Vogel. **Others Present:** Bobbi Mock, Katie Kraushaar, Kim Akers, Bill McCleery – TQ Attorney, and Angela Ketteman – QPL Liaison.

President Charlie Jones called the Public Hearing on Ordinance #FY18/19-1 to order at 5:30 p.m. There being no public in attendance, Ron Upper moved to close the public hearing. Janice Riley seconded and the public hearing was closed at 5:32 p.m.

**I. APPROVAL OF AGENDA**

Janice Riley moved to approve the agenda as presented. Ron Upper seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Jennifer Harvey moved that the minutes from the regular meeting held on August 16, 2018, be approved as presented. Janice Riley seconded and the motion carried.

**III. PUBLIC COMMENTS**

There were no public in attendance.

**IV. RECOGNITION OF CORRESPONDENCE AND GUESTS**

No correspondence was presented to the Board. Angela Ketteman from the QPL Board was welcomed to the meeting.

**V. DISTRICT REPORTS**

**A. Circulation & Event Statistics Report:** Bobbi Mock reported that the August numbers were somewhat skewed because the majority of the Outreach delivery materials were checked out in July. Jennifer Burkett was on maternity leave in August and she prepared her materials for delivery ahead of time. The ADA-compliant self-checkout station was moved into the children's area to better serve parents. It has seen increased usage and compliments from the parents. Ms. Mock stated that she would like to see that station remain in children's and another one purchased for the lobby, but the cost of a new self-checkout station is approximately \$7,000. The new lockers at Iles Elementary were installed in August and have seen a steady increase in use. The Library is offering e-cards to all students in the Quincy School District who do not already have a card or might otherwise be unable to have a card. These cards will allow students access to any of the electronic resources the Library offers including research databases, e-books, and streaming services. Katie Kraushaar stated that she, Bill Waters, and Anna Luparell will be presenting a session on library services at the Quincy Conference next week. She also noted that access to the door counter has been restored; there were 12,072 visitors, averaging 447 per day in August. Charlie Jones asked if it was possible to compare circulation statistics over the past five or ten years. He also asked if TQ usage numbers could be separated out. Ms. Mock replied that when the Library migrated to RSA, it was easier to group all cardholders together rather than

separate by TQ or QPL since there was no difference in service. However, she does have a way to track TQ usage, and can even show usage figures by township. She will prepare a report for TQ usage and a five-year comparison for the October meeting.

**B. Library Report:** Katie Kraushaar reported that the HVAC system was repaired and seems to be working correctly. Repairs to the Dry-vit on the outside of the building have started and should be completed in the next few weeks. The ongoing problem of flooding in the basement is being addressed with repairs to the foundation. The water is now coming in through an electrical conduit, which needs to be repaired by shutting off electricity to the building and digging down to the foundation to fix the problem. When parts arrive, electricity will be shut off to the building in the morning before the Library opens and repaired over the course of one or two days. TAB members and Library staff have been attending school nights to promote teen activities, library services, and library card sign up. The Library welcomed two new staff members – Libby Campbell is the new part-time Reference Librarian and Debbie Broadwater is the new part-time Circulation Clerk.

## **VI. TQ COMMITTEE REPORTS**

**A. Finance:** Ron Upper reported that as of August 31, 2018, the Homebank checking account had a balance of \$299,019.49. Mr. Upper presented a single check for approval; the third contractual payment in the amount of \$27,139.40. There being no further discussion, Ron Upper moved to approve the payment to the Library in the amount of \$27,139.40. Janice Riley seconded and the motion carried.

**B. Policy and Services:** Policy and Services did not meet.

**C. Public Relations/Advocacy:** Jennifer Harvey reported that Public Relations/Advocacy did not meet.

**D. Friends of the Library:** Katie Kraushaar reported that the Friends met on September 10 where they approved a donation to the Library to purchase a television and mounting bracket for the small conference room, a photo backdrop, and staff appreciation gifts. They are also preparing for their annual fall book sale to be held October 4, 5, and 6, 2018, in the large meeting room.

## **VII. QPL COMMITTEE REPORTS**

**A. Finance:** Ron Upper reported that the QPL Finance Committee did not meet.

**B. Policy:** Janice Riley reported that the QPL Policy Committee did not meet.

**C. Personnel:** Malinda Vogel was absent. The QPL Personnel Committee did not meet.

**D. Building & Grounds:** Charlie Jones reported that the QPL Building and Grounds Committee did not meet, but has scheduled a meeting at 5:30 p.m. on Tuesday, October 9, 2018, just prior to the QPL Board meeting. The committee will be discussing the HVAC maintenance agreement.

## **VIII. UNFINISHED BUSINESS**

**A. Appointment of New Trustee.** Charlie Jones announced that he is appointing Christa Johnson to fill the remainder of Susan East's term. Bill McCleery stated that, in accordance with

TQ Bylaws, Ms. Johnson will need to run for election in the next consolidated election to be held on April 2, 2019. Mr. Jones will contact Ms. Johnson to invite her to the October meeting and explain the requirements of the position.

**IX. NEW BUSINESS**

**A. Adoption of Budget Ordinance #FY18/19-1.** Ron Upper moved to adopt Budget Ordinance #FY18/19-1 as presented. Jennifer Harvey seconded. A roll call vote was held with the following results:

Ron Upper	yes	Jennifer Harvey	yes
Janice Riley	yes	Charlie Jones	yes
Malinda Vogel	absent	Fred Witte	absent
One open seat			

The motion carried with four yes votes, zero no votes, two absent, and one open seat. Ron Upper will sign the ordinance, and Bill McCleery will see that it is published. Mr. McCleery stated that the Board will need to discuss the levy ordinance in October and hold a public hearing on that ordinance in November.

**B. April 2, 2019, Consolidated Election.** The terms of Janice Riley and Ron Upper will expire in July of 2019. Kim Akers distributed the election materials and noted that they only need 18 signatures on the petitions this year. The completed election materials must be returned to Ms. Akers by December 17, 2018, and filed with the County Clerk’s Office by January 24, 2019. Mr. Upper announced that he is not running for re-election. It was suggested to contact both Pam Clow and Phyllis Robertson to see if they were still interested in serving on the TQ Board and if they would be willing to run in the April 2, 2019, election.

**C.** Bobbi Mock stated that the Library received a grant from the Tracy Family Foundation to work on developing a strategic plan. Ms. Mock and Katie Kraushaar have been meeting with consultants and other grant recipients every Friday for the past month to work on effective strategic planning. A meeting for just Quincy Public Library is planned for Friday, November 2, 2018, from 10:00 a.m. to 3:00 p.m. In addition to Ms. Mock and Ms. Kraushaar, up to 12 other individuals are invited to the meeting. They are asking representatives from the TQ Board, the QPL Board, the Foundation Board, the Friends, and specific library patrons to attend this meeting. She asked anyone interested in attending to please contact either her or Ms. Kraushaar.

**D.** Angela Ketteman reported that the search for an Executive Director is still ongoing. The committee thought they had a viable candidate, but he accepted another position at a higher rate of pay. The committee is continuing to accept applications and interview candidates.

There being no further discussion, Janice Riley moved to adjourn the meeting. Jennifer Harvey seconded and the meeting adjourned at 6:02 p.m.

Respectfully submitted,  
Kimberly Akers