



QUINCY PUBLIC LIBRARY

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Quincy Public Library Board of Trustees Meeting Tuesday, September 17, 2024 Minutes

The meeting of the Quincy Public Library Board of Directors was called to order at 6:00 p.m. on Tuesday, September 17, 2024, by President Jon Hoover. The roll call attendance was as follows:

Jon:	present	Clairice:	present
Lena:	absent	Dean:	present
Megan:	present	Kelly:	present
Cheryl:	present	Harry:	present
Scott:	present		

Present:8 Absent:1

Others present: Kathleen Helsabeck, Joseph Duesterhaus and Jess Givens.

I. AGENDA

Megan made a motion to approve the agenda with the change of moving the commemoration of Joe Duesterhaus from New Business to the beginning of the meeting, and to approve moving Financial Reports from Committee Reports to New Business with the expenditure approval. Clairice seconded and the motion carried.

II. COMMEMORATION OF JOSEPH DUESTERHAUS

The library recognized Joe Duesterhaus for his 36 years of legal services to the library. Joe expressed that serving the library was one of his greatest achievements and the most valued time spent in his years as an attorney and will always appreciate the opportunity to have helped his community. He was presented with a parting gift from the library as a Thank You.

III. PRESIDENT'S COMMENTS

Jon expressed excitement for the Big Read Event this week, and he encouraged the board to make an appearance as it is an event the library is excited about every year.

IV. PUBLIC COMMENTS

Reverend Carl Terry spoke on elementary school reading scores in Quincy, and informed the board that only about a third of our school children are reading at their grade level, which means 66% of our community's children are struggling with learning to read. He hopes the library and its board can help to speak on this matter throughout our

community to make it known to all how important it is that that statistic be bettered in the future.

V. FRIENDS OF THE LIBRARY

Geri Grawe informed the board that the bookstore brought in \$2,500 in revenue for the month of August, the volunteers are enjoying the recent library programs and are excited for the Big Read event on the 19th.

VI. RECOGNITION OF CORRESPONDENCE

The library received two donations from happy outreach patrons who were grateful to have been entered into the summer read program.

Another patron sent an email to thank us for the Bead Incentive program put on by Miss Natascha, as her niece and nephew were so excited about the books they left with that day, that they have continued to return to check out more books and keep reading.

Both Andrew Allen and Caitlin McHugh were complimented by patrons on their helpful assistance in the reference department.

After the library announced the disbanding of the Unshelved book club, two of their group members expressed disappointment in that decision and would hope that we would reconsider. The library decided to do away with being the ones to sponsor that club, as it was the lowest in attendance, as well as plans for new and improved book clubs to begin in the future. Any patrons are welcome to start or continue book clubs if they wish and reserve meeting rooms to do so moving forward.

Some Missouri patrons have shown frustration in the loss of nonresident cards for Missouri residents. The amended IGA with the city is being voted on at this meeting.

VII. DIRECTOR'S REPORT

Kathleen informed the board that the library just gained a new part time circulation clerk by the name of Coraline. She also stated that Tech Services purchased 761 books and AV items for the collection, 634 items were catalogued and processed, and 330 items waiting for final processing by end of month. Additionally, Jess was out on vacation in August, so Hannah from Tech Services filled in for administration.

Kathleen reiterated to the board that Big Read is planned for Thursday, September 19, 2024, at Washington Park at 6:00 p.m. Big Read Week Proclamation will also be presented from the mayor to the library at the city council meeting on Monday, September 16, at 7:00 p.m. at the city council chambers.

With the new website we have access to create blog posts regarding library events, book reviews, and more.

Kathleen informed the board that staff learned from the mobile library company that engineering drawings are almost complete, and we should see them within the month.

Moving the HVAC system back to the top of the vehicle has helped move the process on faster. We are not back on schedule.

The children's department is back to normal school year programming and they will be at the Big Read Kick Off and the Balloon Glow on Thursday, September 26.

The Dolly Parton Imagination Library event was Saturday, September 7 from 10:00 a.m. – 12:00 p.m. and around 60 parents and children attended.

Kathleen was the speaker at the Noon Kiwanis meeting on Monday, September 9. I

shared the information about the Big Read, Little Read, and Dolly Parton Imagination Library and the importance of reading.

The foundation approved two new board members. The recommendation will go to the QPL board at the next meeting. The current recommendations Their board also approved a funding request for HVAC work and funds for marketing for the new logo.

Additionally, they also voted to retain Lauterbach & Amen for their accounting. The board plans to edit the bylaws to add two more members allowing them 13 trustees. Another patron suggested we expand further on our collection that consists of more established and popular author books.

VIII. UNFINISHED BUSINESS

The board discussed further on the non-profit initiative excellence roadmap again this month. Pillar 2 is to discuss Disciplined, People-Focused Management, and Pillar 3 is regarding Well-Designed and Well-Implemented Programs and Strategies. Starting in December, the board will be asked to participate in this survey again, so Kathleen wanted to make sure the board remains familiarized with these concepts.

Clairice made a suggestion though, that since the board has lost and added members, having the same people who took this survey just recently, take the same one again with new members, the outcome and perspective will differ. She suggested only having the members who took it most recently be the ones to take it again, and leave the new members exempt until it is due again.

Kathleen shared information regarding Pillar 2. In the professional development section, the survey showed developing. All library staff can participate in professional development. This takes the form of an online webinar, a one-day conference at RSA day or a conference or seminar. The YA Librarian goes to Young Adult Library Services Association (YALSA) Conference, Marketing staff go to Library Marketing conference, Outreach staff go to Association of Bookmobile and Outreach Services (ABOS) (virtually this year), and the last 2 years 2 staff have attended Illinois Library Association (ILA) Conference. Under the staff and volunteer recognition section Kathleen stated that every QPL day staff are recognized for their years of service. Service awards are given every 5 years.

In regard to Pillar 3, with the Inclusion Leads to Growth section, Kathleen stated that a few staff have participated in training on diversity. Board members have not had any training. In the Constituents Deserve Empathy, Respect and Dignity section board members stated they talk to people in the community and patrons regularly about customer experience on library programs and services.

IX. NEW BUSINESS

LEGAL - Kathleen informed the board that now that Joe Duesterhaus is retiring as the library's legal representation, we will remain until Scholz, Palmer and Duesterhaus but with Jim Palmer as our new representation with any assistance needed by Chris Scholz. Jim is already in the process of researching our levy and state statutes.

FINANCE - Scott made a motion to approve the financial report. Cheryl seconded and the motion carried.

Dean made a motion to approve the expenditure report for August 31, 2024. Kelly seconded and the motion carried. The roll call was as follows:

Jon:	yes	Harry:	yes	Clairice:	yes
Megan:	yes	Scott:	yes	Kelly:	yes
Cheryl:	yes	Dean:	yes	Lena:	absent

Yes: 8 Absent: 1

IGA - Clairice made a motion to approve the IGA with the city so Missouri residents can still get non-resident library cards. Megan seconded and the motion carried.

Kathleen presented a draft budget for FY25/26 to be discussed. Kelly had suggested not taking action on the budget so early. Kathleen learned there is a possibility that the PPRT will decrease this year, which is why she got a jump start on the draft. Being that Kathleen will not be present for the October board meeting, Clairice made a motion to table the budget and drafted letter to the mayor for a special meeting on October 1, 2024, at 6:00 p.m. Megan seconded the discussion and it was tabled for October 1 so Kathleen can be part of the discussion before anything is finalized and voted on.

Scott made a motion to approve the MWB appointments for the foundation board. Dean seconded and the motion carried.

Clairice made a motion to table the discussion for the TQ Bylaws amendments and the Cash Reserve Policy amendments until next month to review red-lined changes. Dean seconded and the discussion was tabled.

TQ Bylaws amendments were intended to be included in the board packet and were not. They will be included next month.

Kathleen included the Board Development Roadmap to be filled out by the board.

X. PUBLIC COMMENT

Geri Grawe informed the board that this month's TQ meeting was cancelled and moved to Wednesday, September 25, but that was not updated on the website calendar. She also voiced that she is a member of the Unshelved Book Club, and there was concern for whoever substituted for the regular moderator during the July club, so they made those discussion items known. Then in August they were presented with a notice that the library would be doing away with the book club. When they tried to inquire about the reasoning behind this decision, they were only given vague answers with no context included, but that it had nothing to do with low attendance. The members of the book club felt silenced by the timing of these actions and wanted to voice that concern to the board.

XI. ADJOURNMENT

Clairice made a motion to adjourn the meeting. Dean seconded and the meeting was adjourned at 7:58 p.m.