



QUINCY PUBLIC LIBRARY

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Quincy Public Library Board of Trustees Meeting Tuesday, November 19, 2024 Minutes

The meeting of the Quincy Public Library Board of Directors was called to order at 6:01 p.m. on Tuesday, November 19, 2024, by President Jon Hoover. The roll call attendance was as follows:

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

Present: 9 Absent: 0

Others present: Kathleen Helsabeck, Natascha Will and Jess Givens.

I. CONSENT AGENDA

Dean made a motion to approve the consent agenda. Megan seconded and the motion carried.

II. PRESIDENT'S COMMENTS

III. PUBLIC COMMENTS

Eric and Jim of the library staff spoke in regards to the agenda item of the 2025 Holiday Closure Schedule. They reiterated that closing at 6 p.m. the day before a major holiday closure is beneficial due to the lack of traffic during those times compared to the labor being paid out at the same time.

Gina reminded the board that the bus wrap process does have a deadline and to keep that in mind when approving final designs so as to avoid any further delays.

IV. FRIENDS OF THE LIBRARY

Gerri reported that the bookstore brought in \$5,473 in revenue for the month of October, and that \$12,413 has been approved for QPL to supply check out baskets and bags, IT laptops, seed packets, and smart boards with stands. She also reminded the board of the FOL Christmas Banquet that they are all invited to attend.

V. RECOGNITION OF CORRESPONDENCE

A patron reached out to QPL about the Cultural Diversity Club her son and his friends established earlier this year so as to spread awareness and understanding of different cultures through languages, music and special events. They now plan to start a weekly Spanish conversation class instructed by Ignacio Anguiano-Reyes.

Elivia in the Reference department was recognized again for her wonderful nature and kindness to patrons.

VI. DIRECTOR'S REPORT

Kathleen informed the board of the vacant position of Collection Development Librarian since Caitlin's last day was November 8, 2024. The Children's Specialist position to replace Natascha has been given to Caroline Woodward, in addition to the hiring of Laney Altgilbers as Children's Clerk. Gina Miller is now the new Mobile Librarian/Outreach Team Lead, and Bill Waters is now the new Children's Librarian/Children's Team Lead.

QPL IT replaced the phone system back in July, and since then we have worked on getting the intercom system back in working order. Jen is still working with Tigerhawk on these adjustments.

Kathleen told the board she is interested in attending the ILA Legislative Meetup this year and provided a link for the board to refer to for further information.

Emily, the AV Librarian and Tech Services Team Lead became CPR/First Aid certified in classes with Carrie in Outreach, and completed a 2-month course on "Cataloging 3D Objects, Kits, and Realia".

In October, the Circulation team continued to provide vital support across multiple departments. They assisted the Children's department by preparing crafts for programs, helping with puppet shows, and providing desk coverage to ensure smooth operations. The team also played an essential role in Outreach by checking out materials to facilitate timely deliveries. Due to the increasing number of patrons receiving outreach services, Circulation staff will now assist with selecting materials for two delivery routes. With our current Outreach Specialist managing selections for 140 patrons on a biweekly basis, we may soon need to implement a waiting list to accommodate growing demand.

Outreach reported that in October, 140 patrons received biweekly outreach home delivery, and 20 teachers received school delivery of materials to classrooms. Patrons continue to express appreciation for these valuable services. We conducted sixteen library visits to early childhood care providers, serving ninety children and thirty adults.

Production of the Mobile Library is scheduled to start November 12th and be completed by the end of December. By the end of December, we will have conducted over one hundred library visits to early childhood providers, whose children would otherwise not have been able to take part in story times.

As of November 1, all full-time reference staff are commissioned notaries, and the service has been well received by the community. Reference staff have also switched around displays to focus more on staff picks and collection highlights moving forward. Our Big Read initiative for 2024 ended with lackluster participation despite significant

resources dedicated to marketing and programming. Finally, Library Presents was launched in October with the first webinar featuring Jason Reynolds, author of *Stamped: Racism, Antiracism, and You*.

Attached is the holiday schedule that the board approves annually. This year there is a request to close the library early at 6p, the evening before a holiday instead of 8p. This will occur 4 times – July 3, Nov 26, Dec 23 and 30.

Also included in the Director’s Report are Mobile Library wrap drafts to discuss, as well as the Strategic Plan for 2025-2027.

VII. UNFINISHED BUSINESS

Provided in the board packet was information regarding our current trust accounts and what they are for. The board also discussed Pillars 4 & 5 of the Nonprofit Roadmap and the drafts of the Mobile Library wrap.

VIII. NEW BUSINESS

EXPENDITURE APPROVAL LIST - Megan made a motion to approve the expenditures for November. Dean seconded the motion, and the roll call was as follows:

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

Yes: 9 No: 0

Scott made a motion to approve the 2025 Holiday Closure schedule with the changes added that the day before a holiday closing, the library will close at 6 p.m. as opposed to 8 p.m. Megan seconded and the motion carried. These changes will begin effective January 1, 2025.

The board was also provided with the Library Days and Dates to Remember for informational purposes.

The Policy and Finance Committee members spoke about the joint committee meeting with Jeff Mays and Sheri Ray regarding the IGA and current expected status of the PPRT decrease, as well as discussion of budget planning for said decrease.

Kathleen provided to the board the MWB Development Officer job description document to discuss plans for a foundation officer. Megan reiterated that this person should have to report to Kathleen, as opposed to the foundation as they have suggested. Clairice suggested holding off on taking the job description draft to the foundation until the library board has had enough time to discuss.

Kathleen provided to the board a current outline of the remodel project for the garage. This will be presented to the foundation board to request funding. Kathleen also inquired about the funding options are. Harry then recommended a building assessment.

Megan wanted to share with the board that Quanada would like to use some of their funds for a community event project that promotes social justice and activism as its primary goal. Megan's initiative is to remind the community of the First Amendment, which protects the rights to speak on matters as well as receive information regarding said matters. In this way, the project will be reminder that government does not have right to force libraries to censor materials. The project outline is also initially in the form of a Pop-Up Book Stand, and stock it based on a patron survey. Quanada requests the library provide space for this temporary stand in the building as well as on the Mobile Library, and the ability for Quanada staff to participate.

Harry did voice some concern with potentially making the library a lightning rod for political and social issues. Megan reiterated that regardless of potential controversial bias, it is important for community members to know what their rights are, the importance of the First Amendment of our Constitution, and that their library is willing to stand up for them.

IX. PUBLIC COMMENT

Staff member, Jim Brown, reiterated to the board the importance of staff and board advocating and standing up more about controversial materials, as response to Megan's project. He voiced support for her proposal and agrees that we must continue to stand up against censorship, as opposed to standing back and remaining silent on the matter, which in turn portrays an image of acceptance of censorship laws.

X. ADJOURNMENT

Cheryl made a motion to adjourn the meeting. Clairice seconded the motion, and the meeting was adjourned at 7:46 p.m.