



# Quincy Public Library

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

The regular meeting of the Quincy Public Library Foundation Board of Trustees was called to order at 5:59 p.m. on Tuesday, March 19, 2024. Trustees present: Clairice Hetzler, Angela Kettelman, Jon Hoover, Cheryl Predmore, Lena Jones, and Megan Dusterhaus-AuBuchon. Others present: Terry Jenkins of Tracy Family Foundation, Kathleen Helsabeck, and Jess Givens.

- I. TERRY JENKINS PRESENTATION  
Terry presented to the board details about the Tracy Family Foundation's Board Development Roadmap assessment they have to offer for the purpose of benefiting board function. An e-mail will be sent to board members to participate in the pilot program.
- II. CONSENT AGENDA AND MINUTES  
Lena moved to approve the consent agenda and February 20, 2024, meeting minutes, Megan seconded, and the motion carried.
- III. PRESIDENT'S COMMENTS  
No President's comments were presented at this time.
- IV. FRIENDS OF THE LIBRARY  
Geri Grawe informed the board that \$5,449 was approved from Friends of the Library to the library for summer read costs and new square terminal for reference department. Geri also reminded the board that the Friends of the Library book sale is April 25<sup>th</sup> through 27<sup>th</sup>. They are getting fliers sent out and getting their volunteer list booked. The book sale will be held in the large meeting room as usual
- V. DIRECTOR'S REPORT  
Kathleen recapped with the board the proactive turnout of the strategic planning that happened at the beginning of March where the board and staff collaborated on library advocacy, plans for the building and plans for funding.  
TMI quoted QPL a total of \$20,314 for the HVAC iTouch computer system upgrade.  
Kathleen also learned that reasons for seeing an increase in electricity usage include air handlers now running during the day after being fixed, the building maintaining a stable climate setting, and heaters in the garage being used in the winter.  
The board was then informed that QPL Day has been planned for Friday, April 19 and the staff will be engaging in training that involves customer service, emergency procedures, and training for the new website.

In the monthly update from Matthews Specialty Vehicles, their team stated we are still on track for delivery in Quarter 4 of 2024, and we should have an engineer assigned to our project soon. While we wait for the vehicle's arrival, Gina, our Mobile Library Librarian, and Carrie, our School Outreach Specialist, are conducting Little Library visits to licensed in-home daycare providers so kids can browse books to be checked out by their daycares. During these visits, Gina and Carrie also conduct story times, and their visits have been well received. QPL is excited about the potential for the outreach department with this new program.

Additionally, Kathleen discussed with the board the Love My Library Campaign details. Patrons are encouraged to reach out to the alderman in their ward, or the mayor, and tell them about their positive experience with the Quincy Public Library. In this way, our community will aid in the importance of maintaining the operational needs of local libraries. The Love My Library Campaign is a result of the budgetary need of a \$375,000 increase to this upcoming fiscal year's levy request. The increase requested will cover wage increases and continued operating costs.

In response, the board suggested scheduling more radio interviews to promote the campaign.

#### VI. NEW BUSINESS

Angela motioned to approve the Expenditure Approval Report for February 2024, Report and Megan seconded. The motion carried and the roll call was as follows:

Cheryl: yes

Jon: yes

Megan: yes

Harry: absent

Clairice: yes

Lena: yes

Dean: absent

Angela: yes

Ben: absent

#### Form of Motion

Megan moved to approve the presented RSA Agreement to separate from RAILS. Cheryl seconded the motion and it carried.

#### VII. PUBLIC COMMENT

There were no public comments at this time.

There being no further topics of discussion, Angela moved to adjourn the meeting at 6:37 p.m. and Lena seconded.