

# TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT

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## **Townships of the Quincy Area Public Library Board of Trustees Meeting Wednesday, September 25, 2024 Minutes**

The meeting of the Townships of the Quincy Area Public Library Board of Directors was called to order at 5:30 p.m. on Wednesday, September 25, 2024, by President Jen Harvey. The roll call attendance was as follows:

Jennifer:	present	Syndi:	absent
Phyllis:	present	Pam:	present
Christa:	present	Seth:	present
Kelly:	present		

Present: 5 Absent: 1 Vacancy: 1

Others present: Kathleen Helsabeck, TQ Legal Representative Bill McCleary and Jess Givens.

### I. AGENDA

Pam made a motion to approve the agenda. Phyllis seconded and the motion carried.

### II. MINUTES

Phyllis made a motion to approve the meeting minutes from August. Pam seconded and the motion carried.

### III. PUBLIC COMMENTS

Geri Grawe reported to the board that the bookstore brought in \$2,500 during the month of August. The friends also volunteered for the Imagination Library, Big Read Kick-off, and the Civil War Symposium at the Kroc Center. She also mentioned that the book sale for the Friends will be on October 24<sup>th</sup> through October 26<sup>th</sup> at the library.

### IV. DIRECTOR'S REPORT

Kathleen informed the board of our new Circulation Clerk, Coraline. Karin in Tech Services moved over to the Outreach department as the new Outreach Specialist, and Aurie in Circulation took Karin's place in Tech services. She also informed them that Tech Services ordered 761 books and AV items during the month of August. Additionally, 634 items were catalogued and added to the collection and 330 items are waiting to be processed into the system.

Big Read took place Thursday, September 19, 2024 at Washington Park where the author of the Big Read book, Andrew Krivak, spoke to the community and signed their books. Big Read Week Proclamation was also presented from the mayor to the library at the city council meeting on Monday, September 16 in the city council chambers.

Kathleen then reiterated to the trustees that the new website has functionality that allows staff to create posts related to programming, readers advisory, book reviews, and so much more. The Reference department has been adding QPL Blog posts as well.

Starting in January 2025, the library will be decommissioning the Unshelved Book Club, the library will be providing clearer delineation through marketing between the book clubs offered by QPL, and discussion of a non-traditional book club, a cookbook club, and a silent book club have taken place for further planning.

Outreach reported that Matthews informed them that engineering drawings for the vehicle are almost complete, and we are on track for its arrival.

#### V. QPL COMMITTEE REPORTS

The Policy Committee met to discuss the Intergovernmental Agreement between the city and the library since it has not been updated since 1994. The Illinois State Statute states that the library should be setting their levy every year up to a certain amount and the city is to honor said request. The interest in making sure this statute is followed is so the library is not so tied down with the city's preferences and regularly fluctuating PPRT rates.

Pam reported that the Finance Committee discussed the draft budget for FY25/26 and reviewed the Cash Reserve Policy. The committee discussed decreasing the proposed levy request that Kathleen had presented. She agreed to work on it some more to lower that percentage before we send in a request to the city.

After discussion, the committee agreed to lower the percentage on hand in the Cash Reserve policy from 25% to 15%.

#### VI. UNFINISHED BUSINESS

Christa made a motion to approve the Budget Ordinance. Seth seconded and the motion carried. The roll call vote was as follows:

Jennifer:	yes	Syndi:	absent
Phyllis:	yes	Pam:	yes
Christa:	yes	Seth:	yes
Kelly:	present		

Present: 5 Absent: 1 Vacancy: 1

Jen is still drafting the Decennial Committee report that is due in December. She informed the board that she will have this completed by the end of the month.

VII. NEW BUSINESS

The TQ Annual Report was completed and sent to the Herald-Whig for publishing and included in the board packet with the Illinois Public Library Annual Report for informational purposes.

VIII. ADJOURNMENT

Phyllis made a motion to adjourn the meeting. Pam seconded and the meeting was adjourned at 5:50 p.m.