

# TOWNSHIPS OF THE QUINCY AREA PUBLIC LIBRARY DISTRICT

526 Jersey Street  
Quincy, IL 62301

Phone: 217-223-1309  
Fax: 217-222-5672

[www.quincylibrary.org/tq-board/tqapld/](http://www.quincylibrary.org/tq-board/tqapld/)

## TOWNSHIPS OF QUINCY AREA PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING THURSDAY, NOVEMBER 14, 2024

A meeting of the Townships of Quincy Area Public Library District Board of Trustees was called to order at 5:35 p.m. on Thursday, November 14, 2024. Trustees present: Phyllis Robertson, Christa Johnson, Seth Klusmeyer, and Pam Clow. Others present: Kathleen Helsabeck, Natascha Will and Jess Givens. Absent: Syndi Peck

### I. APPROVAL OF AGENDA

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

### II. PUBLIC COMMENTS

There were no public comments at this time.

### III. RECOGNITION OF CORRESPONDENCE

Homebank contacted the library to inform that an error was noted in the interest calculation affecting the business account. The appropriate changes were made for the interest to calculate correctly moving forward. \$124.68 was credited to the account in correction.

### IV. DIRECTOR'S REPORT

Kathleen referred to the contents of her report to the board. She reminded them of the end of year combined board meeting of the library and TQ boards on Tuesday, December 17, 2024 in the large meeting room.

She formally invited the board to attend the staff Christmas party on December 12, 2024, from 12:00 p.m. to 2:00 p.m..

The board learned the Mobile Library was expected to begin production on Tuesday, November 12, 2024, and it is expected to arrive around the end of January 2025. Matthews will also be paying for two staff members to go review the vehicle before it is driven to the library.

Caitlin, the Collection Development Librarian's last day was Friday, November 8, 2024, and Natascha Will became the library's new Assistant Director. This leaves open a Children's Program Specialist position and Reference Department team member to be filled next.

V. TQ FINANCE REPORT

Pam informed the board of the ending bank account balance and activity for the month of October. Christa made a motion to approve the payments to Schmiedeskamp, and to the library for collection development, the website funding, and per capita. Seth seconded and the motion carried. Additionally, Pam made a motion to approve the payout for the staff Christmas gifts. Seth seconded and the motion carried.

VI. APPROVAL OF BOARD PRESENT

The only board member who is not currently an officer is Seth Klusmeyer. The board nominated Seth as Board President until reelection in May. Christa made a motion to approve Seth as TQ President. Pam seconded and the motion carried.

VII. BUDGET AND LEVY PROCESS

Kathleen presented to the board the current budget and levy process details for informational purposes.

VIII. QPL STRATEGIC PLAN 2025-2027

Kathleen presented to the board the strategic plan for 2025-2027 for informational purposes.

IX. ADJOURNMENT

There being no further discussion, Christa made a motion to adjourn. Seth seconded and the motion carried, rendering the meeting adjourned at 5:49 p.m.