

## Carthage Public Library

April 10, 2017

President John Dittmer called the meeting to order at 4:30 p.m. Others present were Elaine Dion, Tammy Kost, Angie Perry, and Director Amy Gee. Michelle Bavery entered the meeting at 4:35; Andy Bastert, and David Zanolla were absent.

Angie moved to approve the minutes of the March 13, 2017, meeting. Tammy seconded. Motion to accept minutes passed.

### Reports

**Treasurer's Report:** There was no treasurer's report.

**Librarian's Report:** Amy directed board members to her financial and monthly reports.

Amy noted that we will get the next per capita. John asked what the amount was, and Amy said that it would be \$3,299.87, which is pretty consistent with last year. There were no other questions.

Amy referred to the printed Librarian's Report, which included reviewing the month's programs. She asked about Christine's vacation time as Christine has worked over one year but only has received IMRF from January. Amy questioned if she should pay Christine a week's vacation pay; board members directed her to do so.

The final STEM program will take place at the end of the month.

Amy also discussed an amnesty for overdue books and shared a program in which children could "read down" their fines, reading a set number of minutes to clear a certain amount of debt. The amnesty would not pertain to lost items.

We did get an update about the Early Literacy grant through the Tracy Family Foundation. Tiffany Holland, library consultant, has visited CPL twice and will help with to create a 0-5 program.

The preliminary estimate for the IMRF rate for 2018 is 17.8% and is based on what we are paying for retirees. Jeanie plans to retire at the end of June in 2018, which will affect the rate once again.

She will resubmit our reconstruction grant by April 15.

The A-Z travel database subscription is due; Amy checked the statistics. It was used in May-August when we first subscribed; then there were several months with no usage. However, the stats show usage in Jan., Feb. & March, so she may go ahead and renew it at \$200.00.

**Circulation Report:** Board members referred to her printed reports.

**Communications Report:** Amy shared two communications items that appear in her Librarian's Report.

**Policy Committee Report:** The Policy Committee minutes from the March 21, 2017, were included in members' packets.

**Friends of the Library Report:** Friends of the Library met March 6, and the annual meeting is set for 6:00 p.m. April 27, 2017, at the Trinity Lutheran Church. Christine Lewis will be the guest speaker; will discuss the Inklings. Friends will sponsor Absolute Science on May 18 at the Primary School to promote the Summer Reading Program.

**Foundation Report:** Kim Deitrich is now treasurer of the Foundation, Sherry Harris is a new member on the board, and Chelle Grotts continues to serve on the board. The other officers remained the same.

**Library Building Focus Group Report:** Dr. Schlipf and the board met Saturday, April 8, 2017, at noon. Minutes of the meeting are available. Angie mentioned that we do have a Foundation and a Friends group. In our present building we have a handicap accessible restroom and water fountain, which are positives. Amy discussed pursuing the legal RFQ (request for qualification), which is the correct process for selecting an architect. We would do the process and choose a consultant or architect now to have everything in place for when we are ready to move and negotiate a contract. Money is not discussed until after the architect is selected. Angie asked how many times we have to go through the process before we can move forward.

## **Old Business**

Amy asked if we are required to advertise or take bids for the removal & sale of the antenna tower. John asked if we purchased the tower, but Amy thought Adams was leasing the space from us. Adams indicated that they were leaving the tower and that it was ours. The Dorotheys are not interested, but another individual may be. Turning off electricity and turning it back on again in time for the library's opening at 11:00 a.m. presents the main problem. John indicated that the tower is not presenting any problems at this time, but it very likely needs to come down as it is a matter of time before problems do arise. The board directed Amy to draw up a contract for the individual, with the same terms and conditions as the one prepared for the Dorotheys.

SADD/GitR Done will remove debris around the library and at Friendship Park, and Cheryl Underwood will supervise two student volunteers. Amy asked for a suggestion on the donation to the group. The students will be here from 8:00 a.m. to 11:00 a.m.

The board suggested a range between \$50.00 and \$100.00 depending upon the quality of the work.

We will have the official canvass of the ballots at our May meeting. June would be the first meeting of the new trustees and last meeting for the outgoing trustees. Amy mentioned that we would need a nominating committee to submit the slate of officers.

### **New Business**

Amy went over the Patron Code of Conduct policy. Level 6 needs to agree with the actual Internet Policy. Angie asked whether the staff have had any problems with internet use. Amy shared that the main issue is young children saying they are just using the card catalog or need it for homework, but occasionally going to other sites. Regarding loss of privileges, the committee changed the time of suspension from six months to three months. Board members agreed that six months seemed a long time. Angie moved to approve the Patron Code of Conduct, Staff Procedures, and the Computer and Internet Policy. Michelle seconded. Motion passed unanimously.

The Chamber of Commerce is reviving their After Hours events. Usually they begin after businesses close at 5:00. Amy asked if she should sign up the Library to host. John asked if it would be a one-time event. John suggested that if it was not a burden for the staff, we should participate. Angie suggested that we serve the refreshments upstairs and give everyone a tour of the building.

The Julie Owings Burdett memorial donation was in the amount of \$1,500.00, to be used to benefit the children's section. Books will be purchased from the Junior Library Guild, which is a renewal of the library's standing order. Other books and program supplies will also be purchased. Amy asked if she should add a line to the budget for purchases made with these funds. John and Angie recommended that she do so; it serves as a way to keep track of the expenditures. This may require Amy to move around some per capita expenses. Dr. Schlipf's mileage may now come out of per capita. Angie asked if there should be a press release on the donation, and board members agreed that the press release is a good idea, if the donors approve.

Amy shared notes for revising the building program and about the current building in two separate handouts.

Michelle moved to adjourn the meeting, and Tammy seconded. Motion carried. The meeting adjourned at 5:50 p.m.

The next meeting will be held May 8, 2017, at 4:30 p.m.

Elaine Dion, Secretary