

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

Andy moved to approve the minutes of the December 12, 2016, meeting. Tammy seconded. Motion to accept minutes passed.

### **Reports**

**Treasurer's Report:** Andy gave the treasurer's report. He directed board members to the income/expense comparison report and noted that we have transferred \$2,450.00 more this year than last. The balance of the Savings-Building account is \$115,107.89.

Regarding the Money Market account, Andy indicated that more real estate income came in on November 23 as well as a deposit from the Rural Gateway grant. The balance of the Money Market account is \$206,384.94

**Librarian's Report:** Amy directed board members to her monthly report, including the E-rate report, which should be a 70% discount. Due to mistakenly listing McDonough Telephone as our provider, we have not received e-rate funding or discounts for this year. She is working on getting the mistake corrected, and beginning this month, we will pay only the portion we would owe MTC if we were receiving the discounts.

Amy mentioned that at the last RAILS meeting, they announced a desire to provide residents in unserved areas in the system with service. It will be a long-term goal.

The Chamber of Commerce Annual Meeting will be Thursday, February 9. Last year's tickets cost \$30.00 each, and board members agreed to cover the cost of Amy's ticket.

Amy signed up with Amazon so that customers of Amazon can designate the library as a recipient of their "gift" program.

Amy shared a thank you from the staff for end-of-year bonuses. She shared that the Christmas gift for the newspaper carrier may need to be increased next year as the \$5.00 gift is not even .02 per day.

Amy passed around the insurance policy renewal from Ramsey Financial. [She later sent a notice that the policy will increase by \$168.00.]

**Policy Committee Report:** The policy committee did not meet since our last board meeting.

**Friends of the Library Report:** Friends of the Library did not meet this past month.

**Foundation Report:** John has been in contact with the IRS about our tax status. They insist that John have Power of Attorney in order to call and speak specifically about matters. March of 2014 was the earliest date he could find in records, so they should not have revoked our tax status. He will continue to work on solving the tax status issue.

**Library Building Focus Group Report:** There has not been a meeting since our last board meeting.

## **Old Business**

Amy reported that the Akers are no longer removing stumps. She then called the Ferrells, who came the first day after being contacted and bid \$250.00. Amy also called the Fentons in Warsaw, but they had a machine down and currently are not working. Andy suggested we hire Ferrells to do the removal.

Regarding the Apace Consultation Proposal, Amy contacted Mark Misselhorn again. The board can define what and how much we want them to do. If we want Apace to look at a new site, he recommended that we contact Dr. Connor to determine exactly where the building would be located; however, we do not have to include that part. To date there has only been an initial contact with Carthage Veterinary Services. He will include an analysis, review existing site and building codes, but will not include drawings. His report will include upstairs renovation and ideas for the elevator and stairs.

Apace would charge approximately \$8,000.00 for the feasibility study, and expenses would be covered through the budget. Apace did the Macomb Library among others in the central Illinois area.

Angie asked what should be done first—work with an architect from Apace or Dr. Fred Schlipf. Dr. Schlipf will be updating the plan he did for us ten or twelve years ago. He will come to Carthage if we pay his mileage and hotel room rather than us going to Champaign twice. John mentioned that Dr. Schlipf's price is reasonable. David added that it sounded as though his information would be good to have before beginning with Apace. Andy moved and Angie seconded to have Dr. Schlipf come here to complete his study. Motion carried.

Amy asked if anyone would like to talk with Dr. Connor. Andy offered to talk to Doug Groth, one of CVS partners, first and then will proceed to talk with others as necessary.

## **New Business**

The elevator is due for an inspection.

Amy learned of someone wanting a radio tower. She asked if we would like to sell it. She mentioned that there is an electric line running close to the tower. She passed around a short agreement between the library and the buyer. David suggested adding “the building and grounds” to the end of the draft language. General consensus is to part with the tower for \$100.00 and to sell it as is.

**Purchasing Policy:** The board reviewed the policy that was revised December 2016; John asked if \$500.00 was enough leeway for Amy to spend on one item; she said it was. Andy moved to approve, and David seconded. Motion carried.

**Continuing Education Policy:** Board members reviewed this policy. Andy asked if anything was added to last month’s draft. Angie moved to accept, and Andy seconded. Motion carried.

**Gifts and Donations Policy:** Board members reviewed and deleted the sentence about gifts qualifying as tax-deductible donations. Andy suggested that all policies be of the same font. Andy moved to approve the policy, and David seconded. Motion carried.

David moved to adjourn, and Tammy seconded. Motion carried. The meeting adjourned at 5:35 p.m.

The next meeting will be held February 13, 2017, at 4:30 p.m.

Elaine Dion, Secretary