

## Carthage Public Library

May 8, 2017

President John Ditmer called the meeting to order at 4:30 p.m. Others present were Andy Bastert, Elaine Dion, Tammy Kost, Angie Perry, Donna Tracy, and Director Amy Gee. Michelle Bavery entered at 4:40 p.m. David Zanolla was absent.

Angie moved to approve the minutes of the regular April 10, 2017 meeting. Tammy seconded. Motion to accept minutes passed. Andy moved to approve the minutes of the special meeting with Dr. Schipf on April 8, 2017; Angie seconded. Motion passed.

### Reports

**Treasurer's Report:** Andy reviewed the income/expense fiscal report, donation and memorials, income/expense comparison by category (real estate taxes), transaction reports, and investments reports. There were no questions.

**Librarian's Report, Circulation Report, Communications Report:**

Amy directed board members to her financial and monthly reports, including the circulation, librarian's, and communications reports. There were no questions.

Amy announced that she will use several vacation days in May and June. She shared information about the Library Day at a Chicago White Sox game at U.S. Cellular Field.

**Policy Committee Report:** Amy passed out minutes from the May 4 policy committee meeting. The committee has now finished their task. The Board expressed appreciation to Elaine and Tammy for their hard work.

**Friends of the Library Report:** Friends of the Library's annual meeting was held at 6:00 p.m. April 27, 2017, at the Trinity Lutheran Church. Christine Lewis who spoke about Carthage Middle School's Inkings book club was the guest speaker. 12 people were in attendance. The May 6 book sale brought in \$20.55. The next book sale will be June 3. The next Friends meeting is May 15.

**Foundation Report:** The Foundation committee did not meet.

**Library Building Focus Group Report:** The Focus group did not meet.

### Old Business

Regarding the antenna tower, Chris Decker from Warsaw is very interested in the tower and removing it from the property. He returned the contract with a few changes, one including cutting the tower off at the base rather than removing the entire concrete base. He will not be responsible for holes in the building as a result of the antenna being attached

to it. The tower will be removed at a mutually agreed upon date and time. Amy received another phone call of a person who is also interested in the tower. Andy said that the person could call him as he knew of another tower available. Amy asked for permission to make the arrangements. Andy moved to allow Amy to follow through with the revised contract; Michelle seconded. The motion passed unanimously.

Amy indicated that it is time to nominate officers for the next fiscal year. Andy, Michelle, and Elaine will serve on the committee.

## **New Business**

Andy moved to accept the results from the spring election; Michelle seconded. Motion carried.

In regard to the RFQ Architect as Consultant, Andy asked if Amy sent her version was sent to Dr. Schlipf. She replied that she has not sent it to him yet. Andy suggested that she do so. If Dr. Schlipf approves, Amy will proceed with running an ad in the *Quincy Herald Whig* rather than the *Peoria Journal Star*.

The OCLC contract is due, but Amy does not have an invoice at this time. Lindsay does some cataloging using OCLC, and Amy suggested we continue with it for one more year as R.A.I.L.S. is working on an overlay project so that searching one system will allow access to other systems for InterLibrary Loan. The subscription to OCLC will cost \$905.74 for the next year.

MTC changes and e-Rate: Right now our package is at 27 (actually, the speed is *up to* rather than a guaranteed 27). Amy discussed the eventual need to change to 50. Andy and John both agreed that we should leave the plan as it is for the time being.

Computer and Wireless Network Setup and Security: The repair person decided that the IP issue could be remedied by assigning a different static IP address to the copier that is outside the range of the addresses the router assigns to devices accessing the wireless. He said that the public and staff should have different wireless networks. The proposal to do so would run approximately \$1,000.00. We will wait until next year's e-rate cycle to consider this.

The Lincoln Center Screenings Agreement offers performances to download and show for free. The Lincoln Center wanted the Library to apply rather than the Legacy Theater. However, two issues of concern include the requirement that screenings take place at the Library and the insurance limits. We are to do six showings within a twelve-month period. Our commercial/general and umbrella liability do not meet their requirements. Amy mentioned that if it costs, we will not want to participate in the program. Andy

suggested we ask our insurance carrier, Ramsey Financial, if we have an umbrella policy.

Public Relations and Social Media policies: Board members discussed refusing to donate to any organization, including schools. Amy will add that language to the policy.

Director's Salary and Staff Wages for the 17-18 Budget: Amy directed board members to a document containing possible raises in salaries. Andy suggested using 3% as a starting point for both the staff and the director to be given to the finance committee. The finance committee will consist of John, Andy, and Dave.

Date for Finance Committee Meeting: The committee will meet at 4:30 p.m., May 24 or 31.

Purchase of Book Shelf (see Librarian's report): Amy would like to purchase one book shelf for the YA vault. She shared features of one book case, a stand-alone unit, that is 72 inches high and holds 95 pounds per shelf; its cost would be \$349.00. It will need to be attached to the wall. John directed Amy to use her judgment, and board members will scout around for oak shelving.

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

The next meeting will be held June 12, 2017, at 4:30 p.m.

Elaine Dion, Secretary