

Amended

President John Dittmer called the meeting to order at 4:35 pm. Trustees present were Donna Tracy, Andy Bastert, Angie Perry and director Amy Gee. David Zanolla arrived at 4:50. Michelle Bavery and J.R. Parn were absent.

Donna moved to accept the minutes of the October 16 meeting. Andy seconded and the motion carried.

Reports

Treasurer's report: Andy's report included the income, expenses and transfers for the month, and the transactions and balances of accounts. Also included were income/expense comparisons for the first quarter 2016 and 2017. Amy reviewed the spread sheet, checks written, and bank balances. Circulation is running ahead of 2016. Report shows increases in adult and juvenile fiction.

Director's report: Amy has applied for a grant from the Tracy Family Foundation for Early Literacy Initiative. The grant request was for \$5,000 of itemized equipment to outfit our pre-school area.

Employee Tori Carder was married November 11 in Kansas. The couple will be living in Carthage and Tori will remain in our employ.

The Library received a fraudulent bill from Central Supply Center, Orange, CA for \$433.00. The item listed was for toner we do use, however, no order was placed by the Library. Amy replied appropriately.

The Friends of the Library will meet December 4. They are in early planning for Spelling Bee.

Unfinished Business:

Dr. Fred sent a revision of his study by email, which Amy forwarded to trustees. He would like to meet with the Board, the Focus Group and Mark Misselhorn before Dec. 5. Several dates were proposed. We selected Wed., Nov. 29 at 4:30 pm.

The per Capita grant has requested a review of the Library Bylaws. To clarify the boundaries of the District, Andy moved to amend Article II Section 6 by adding the following: "The constituency of the Library is within the boundaries of Carthage Elementary School Unit 317." Donna seconded the motion and the motion carried. The amendment will be voted on at the December meeting.

Amy will be watching "Trends in Safety and Security for Libraries" a webinar by Steve Albrecht. Amy will send a recording of the webinar to the trustees to view before the December meeting. The Board reviewed Chapter 12 Safety, our Emergency Plan and Disaster Plan. During discussion David suggested contacting the WIU department of emergency services for the possibility of a student study opportunity of library safety and security.

New Business:

Amy reported a good attendance at the Chamber After Hours. Following the Bingo game and light refreshments served by The Friends, chamber members and guests did a little 'brain storming' about the information sheet Amy had prepared explaining "building plans and challenges" of the Library.

Christmas bonuses were approved for the library employees and the gift for the newspaper carriers was increased to \$10.00.

The Library will be open during the Carthage Christmas Open House. The staff will be serving snack mixes and hot and cold punch. Board members may contribute cash to help in funding.

Andy moved for adjournment, David made a second. Motion carried.

The meeting with Dr. Schlipf and Mark Misselhorn will be Wed., Nov. 29 at 4:30.
The next regular meeting will be Monday, December 11.

Angie Perry, secretary pro tem