

Carthage Public Library District
Board of Trustees Meeting
December 10, 2018

President John Dittmer called the meeting to order at 4:31 pm. Also present were Andy Bastert, Angie Perry, Donna Tracy, and Director Amy Gee. Michelle Bavery, J.R. Parn, and David Zanolla were absent.

Andy made a motion to approve the minutes of the November 12 meeting and Angie seconded, approved. Donna made a motion to approve the minutes of the emergency meeting on December 4. Angie seconded, approved.

Andy presented the treasurer's report. We have received real estate tax money of \$220,775.12 which is \$11,120.61 more than last year.

Reviewed the budget spreadsheet, check lists, bank balance statements and the circulation report.

Amy presented her Librarian's report. Kraus Brothers installed the new boiler Wednesday & Thursday and worked Friday to get air out of the lines so all of the heat registers would work. Amy will contact the State Fire Marshall to see if they need to inspect the new boiler. Larry Hutchison replaced the lower of our two sub pumps. Someone from Bliss McNight Insurance agency is coming December 19 to do a safety inspection at our request per last month's discussion. If he calls to set up a time, Amy will notify Board members in case anyone would like to be present for the inspection.

The Friends Festival of Wreaths brought in about \$400.

The Foundation treasurer has filed the 990-N for the 501(c)3 status and has the forms to submit the Secretary of State's not for profit annual report, and the Charitable Organization report.

Unfinished business:

Andy will talk to Doug about a possible location on their campus.

We've received 2 entries in the Logo Design contest. The entry deadline is Jan. 7. We will look at the entries at the January meeting.

John has talked to Chad Passley about doing an audit, he is still considering it.

New business:

Amy presented the amounts for the Christmas Bonus checks according to the policy established in 2015. Donna made a motion to approve paying the Bonuses as presented, Andy seconded the motion.

Amy has completed and submitted the final reports for the Tracy Family Foundation Early Childhood Initiative grant and the Capacity Building grant. She and Lisa are preparing the pre-application for the next round of Early Childhood grants. The PreApp is due Jan. 1 and the full application is due March 1.

Donna and Amy watched an Accessibility webinar this morning. J.R. was planning to watch it as well. Amy presented a rough draft of the PerCapita Application and asked Board members to contact her if they saw errors or have suggestions for improvements. It is due Jan. 15, so she will submit it prior to our next meeting.

Donna looked at the sample job descriptions that Amy had provided and liked the one with the bullet points. We added a few points from other descriptions. She then used that to create an evaluation form. Copies were presented tonight for the Board to review and discuss at the next meeting.

John will file the Comptroller's Report for the Library.

There were no closed sessions during the past six months.

Donna made a motion to adjourn the meeting, Andy 2nd. Adjourned at 5:13 pm.
The next meeting will be Monday, January 14 at 4:30 pm.

Amy Gee, Director