

## Carthage Public Library

February 12, 2018

President John Dittmer called the meeting to order at 4:38. Also present were Angie Perry, Donna Tracy, David Zanolla, and Director Amy Gee. Michelle Bavery, Andy Bastert, and J.R. Parn were absent.

Donna motioned to accept the minutes from the Jan. 8 meeting, David seconded, approved.

### Reports

Reviewed a treasurer's report for November and December that Andy had sent. Donna noted that our income was about \$13,000 more than last year, but so were the expenses. We speculated that part of the expense difference would be due budget increases including salary and IMRF but that a large portion would probably be the payments to Apace.

Reviewed the budget spreadsheet, check lists, and bank reports. Circulation was down compared to January of previous years. The weather may have had some affect. The difference in periodicals is due to the fact that we have not yet done the annual withdrawing of old magazines, which are then taken by patrons and counted as part of circulation.

Amy mentioned some of the highlights from the Librarian's Report. We received our FY 2017 Per Capita Grant check. The FY 2018 application has been submitted. We received \$1010 in memory of Linda Holtsclaw, \$500 for the building fund and the rest designated for books.

Samantha Hall, who served as our technology assistant quit at the end of February, due to transportation issues and the cost of commuting from Quincy. Tori Buckert will take over those duties. Her hours will increase, so she will be added to IMRF.

The Friends are coordinating a Spelling Bee Fundraiser on March 22. Teams are needed. They will also be selling raffle tickets. The next Friends meeting is Feb. 19.

Amy brought up the possibility of closing the Library at 6:00 on March 22 so that staff members could participate and help with the Bee. There were no objections, but it will be official agenda item for the March Board meeting.

### Unfinished Business

**Building Project:** Amy wondered if we should schedule another meeting of the Focus Group. Discussed the group's role and purpose, which may change and evolve with the project, so the membership of the group may change as well. Agreed that the Board needs to make an official decision about our long range plans, although it would be better to have more than 4 members present to do so.

**Fundraising:** David is afraid of how long it would take to raise that much money. We need to brainstorm connections and potential donors, such as former residents. We could also think outside the area, such as Oprah.

Amy will schedule a meeting with Greta Wetzel to discuss fundraising and how the hospital went about it.

**Mission Statement:** Discussed various options and wordings. Donna made a motion that we adopt the following mission statement, “Carthage Public Library enhances the quality of life in our community by offering resources, experiences, and services for lifelong learning and enjoyment; providing the space and opportunities to gather and connect; and fostering a love of reading.” David seconded the motion. Carried. It was noted that the statement could begin “We enhance the ...” in cases where the Library’s name has already been given. If we need a short tag line or motto for letterhead or on-line purposes we could use this portion, “Offering resources, experiences, and services for lifelong learning and enjoyment.”

**E-rate:** MTC Communications was the only bid received for Internet services. We will increase our speed from 27 mbps to 50.

For the category 2 funds to redo our computer network we have received proposals from Frontier, J&S Electronic Business Systems, and MTC Communications. Another company, Defend Edge, has expressed an interest and may be submitting a proposal soon. Amy spoke with Craig at Eagle Technologies. He was very interested, but has never worked with e-rate before. He has begun the paperwork to register with them as a vendor, but is not making much progress. He will let Amy know by the end of the week if he will be able to submit a bid.

Amy is waiting for some clarifications from MTC. At this point, looking at cost alone, J&S has the lowest bid, but there are other factors that are also incorporated into the rubric. Amy will continue gathering information and evaluating the bids this week and make the final decision next week.

The meeting was adjourned at 5:45, Angie made the motion, David made the 2<sup>nd</sup>.

Amy Gee, Library Director