

Carthage Public Library

June 11, 2018

President John Dittmer called the meeting to order at 4:34 pm. Also present were Andy Bastert, Angie Perry, David Zanolla, and Director Amy Gee. Michelle Bavery, J.R. Parn, and Donna Tracy were absent.

David made a motion to approve the minutes from the May meeting, Andy seconded, approved.

Reports

Andy presented the treasurer's report with transactions from the Money Market account last month, and this year's income and expenses to date compared to the same time period last year. He also presented a chart showing this year's levy receipts and estimated expenses and the prior and anticipated balances in the various funds. We had decreased our IMRF Levy, and will spend more for IMRF than received this year, which will spend down some of the balance in that fund. It looks like we will spend less in FICA than the levy, so that fund balance will increase. Those funds can only be used for that specific purpose.

The balance in our Money Market account should allow us to cover expenses for the first few months of the new Fiscal Year while waiting to receive delayed tax payments.

Reviewed the transactions from the checking accounts and the budget spreadsheet. Amy called attention to deposits from the Amazon Smile donation program and the Back to Books grant. We corrected an error on the printed circulation report.

Amy went over highlights from the Librarian's Report. It was agreed that if she can't make contact with WootPC that she should take the computer that needs repair to Eagle Technologies.

Amy suggested the Board begin thinking about plans for celebrating the Library's 125th anniversary, especially if we wish to do any type of fundraising. Angie mentioned that when the Library celebrated our 100th Anniversary Tootsie Roll was also celebrating their 100th. We wrote to them and received a large box of candy which was then distributed during the 4th of July parade. We may wish to contact them again and participate in the 2019 4th of July parade.

The next Friends of the Library meeting is July 16.

The Library Foundation met on April 25. We have started a very basic webpage on the Library's website. We are investigating ways to accept on-line donations, but all of the companies charge some sort of fee or service charge. Andy suggested that for now we add a line about making checks payable to the Foundation and listing the mailing address.

Old Business

No one received any feedback from the public about the article published in the newspaper in April explaining out building options. Angie brought in an article about Quincy Public Library scheduling public meetings to receive public input on their Strategic plan. She thought something like this might be an option for us – schedule informal meetings that are open to the

public, and extend special invitations to some community members who we think would be willing to participate and able to contribute.

The Board thanked Andy for bringing in the window air conditioning units. He has taken home the one that we used in the book sale room for the June sale.

We have quotes from Peters to replace the air conditioner and from Duffy Ducts for a mini split, which was more expensive. Either project may qualify for a \$50-\$500 rebate from Ameren Illinois Energy Efficiency program. No preapproval is needed, but there would be a significant amount of paperwork to complete.

It was decided to keep using the borrowed air conditioning units for the rest of the summer. Then we will revisit the issue next Spring.

As mentioned during the treasurer's report, we do not need to issue tax anticipation warrants at this time and should be in good shape for several months.

Amy distributed a list with various options for background checks including the ROE and several on-line companies used by other libraries. Andy was going to check to see what company his bank uses for background checks. Amy will check into the options and cost for Trak-1, one of the on-line companies.

After we choose a company, we will need to amend the personnel policy to state that a criminal background check will be conducted for any final candidate and the check must be passed prior to being offered the position. We would also need to determine if the policy will be retroactive, requiring checks of existing staff.

We have no updated information about Worker's Compensation Insurance.

New Business

Ordinance 2018-01, the Ordinance providing for a tax levy for establishing, maintenance and support for the Carthage Public Library District was presented. Andy made a motion to adopt the ordinance, Dave seconded. There was a roll call vote, 4 ayes, 0 nays, 3 absent. John signed as President, Angie as secretary pro tem.

The finance committee met on May 30 to prepare the working budget. An income estimate for this FY and next year were presented. The salary proposal includes around a 2.5% raise in wages, but total salaries are still less than last year due to Jeanne's retirement. The overall proposed budget is about 2.7% higher than last year's. David made a motion to accept the proposed budget, Angie seconded, carried.

Reviewed notices we received from the Hancock County Senior Services Association and Memorial Hospital Association that they are applying for property tax exemptions for the assisted living buildings and the Hospital. No response or action is needed from us.

Ordinance 2018-02, the Prevailing Wage ordinance was presented. Andy made the motion to adopt the ordinance, Angie seconded. Roll call vote, 4 ayes, 0 nays, 3 absent. John signed as President, Angie as secretary pro tem.

Discussed the possibility of subscribing to the Ancestry library edition database through ProQuest. Money was put into next year's budget for this possibility. It was mentioned that we would need to publicize the availability. Board directed Amy to sign up for a free trial and to ask individuals to try it out and give their opinion.

John contacted the accounting firm of Gray, Hunter, and Stenn in Quincy to inquire about conducting our audit. They have asked for more information, including a copy of our last audit. John will follow up with them.

Amy reported that she has applied for a Capacity Building Grant from the Tracy Family Foundation that, if received, would help cover her expenses for attending the ARSL and ILA conferences this fall.

Reviewed dates for the Board Meetings for 2017-2018. Amy requested that the October meeting be changed to October 15 (the 3rd Monday) so that she may drive to Peoria on October 8 for the ILA conference. The other meetings will be scheduled for the 2nd Monday of each month. David made a motion to accept the proposed dates with the change to Oct. 15. Andy seconded. Approved.

The secretary's book will need to be audited prior to the end of August as part of our Annual Report to the State Library. Angie and John will conduct the audit. John will contact Michelle to see when she thinks she will have the secretary's book ready to be audited.

Andy made a motion to adjourn and David seconded the motion. The meeting was adjourned at 5:35. The next meeting will be Monday, July 9 at 4:30 pm.

Amy Gee, Director