

Carthage Public Library District  
Board of Trustees Meeting  
November 12, 2018

President John Dittmer called the meeting to order at 4:33. Also present were: Andy Bastert, J.R. Parn, Angie Perry, Donna Tracy, David Zanolla, and Director Amy Gee. Michelle Bavery was absent.

Angie made a motion to approve the minutes from the Oct. 15<sup>th</sup> meeting, J.R. seconded, approved.

Andy did not have a treasurer's report, but we have received a large tax check.

Reviewed the financial reports from the packet. Amy noted that the Back to Books grant shows a negative balance remaining. Extra books were ordered to ensure that all of the grant funds would be expended by the deadline. After submitting the final grant reports, the overage will be moved from the grant line and deducted from our regular book budget.

Circulation totals are comparable to Oct. 2016, but lower than the other years shown on the report.

Amy discussed the Librarian's report. In addition she noted that the downstairs heat was not working today although it had been working earlier this year. Peters is scheduled to come tomorrow morning.

Andy delivered the microfilm reader/printer from LaHarpe but they did not send the controller, so it cannot be used at this time. Then the Librarian called and although she had received approval from the Board president to sell us the machine, she later learned that it was actually co-owned by the Historical Society and they wanted to keep it. So someone from LaHarpe will come and pick it up and take it back. She will try to find the name and contact information for the person who repaired theirs.]

Friends of the Library: There is a meeting at 6:00 tonight to finalize details for the Festival of Wreaths. The silent auction will take place during the Carthage Christmas Open House on Nov. 29. They still have tote bags for sale for \$10.

Foundation: We need to check on when all of the annual reports are due. We haven't received the 990-N postcard in the mail. Amy will check with Kim Deitrich, the Foundation's treasurer.

Unfinished Business:

Amy read an email she received from Mark Misselhorn inquiring about any progress we are making. Angie & J.R. reported that the former Community Bank building has been sold. Andy had made plans to meet with Doug Groth, but that was postponed.

Discussed maintenance that will probably be needed on our current building in the next few years even if we are planning to build a new library eventually. We're also concerned about possible liability issues since we only have one stairway to exit the upstairs, although we could exit a window or the door in the kitchen onto the roof of the building next door and use their outside stairs.

J.R. made a motion that we pursue fire and building code inspections. Dave seconded the motion. Carried. John will talk to a former State Fire Marshall he knows to determine how to pursue this.

Worker's Comp insurance – J.R. will continue to try to talk with Scott about getting bids from other companies.

Auditor – John left a message with Chad Passley.

Credit Card – it's on Andy's to do list. He must complete and submit an application.

Trustee Candidates – several people that were spoken to said thanks, but no thanks. Amy will follow up on a couple that might be willing and give them candidate packets and petitions.

New Business:

We received a notice from the city of a change to the TIF District. The building housing the new WCAZ building is not in the TIF District.

Amy presented the annual financial report in two formats: the form we have used in the past, and the way Phil Lenzini recommends. Donna made a motion to approve the financial report in the new format. J.R. seconded the motion. Carried. Amy will send the report to the newspaper for publication.

Amy will submit the Back to Books Encumbrance Report.

Per Capita Requirements: Last month we reviewed Chapters 6-8 of Trustee Facts File and decided we needed to review our job descriptions and implement an evaluation schedule. That could be a time consuming task. Donna volunteered to work with Amy on this project and then bring recommendations back to the full Board.

Reviewed Chapters 9-10 of Trustee Facts File. We have spent the last two years or longer evaluating our facility and exploring options. Dr. Schlipf prepared our building program plan. Chapt. 10 is budgeting and financial management. We do well when it comes to the operating budget, but will need to plan a major capital campaign to deal with our building situation.

Reviewed Chapter 8 from Serving Our Public about reference and reader's advisory.

Donna and J.R. volunteered to watch the "Library Accessibility: What Public Library Trustees Need to Know" webinar on the morning of Dec. 10 and report to the Board at that evening's Board meeting.

J.R. made a motion to adjourn the meeting, Dave 2<sup>nd</sup>. Adjourned at 5:34 pm.  
The next meeting will be Monday, December 10 at 4:30.

Amy Gee, Director