

Carthage Public Library District  
Board of Trustees Meeting  
October 15, 2018

President John Dittmer called the meeting to order at 4:30 pm. Also present were Angie Perry, JR Parn, Donna Tracy, and Director Amy Gee. Andy Bastert came at 4:34. Michelle Bavery and David Zanolla were absent.

A correction was made to the Agenda, the Budget & Appropriation Ordinance Hearing was held in September and should not have been on this month's agenda.

Donna made a motion to approve the minutes of the September meeting and JR seconded. Approved.

Looked at the financial and circulation reports from the packet. We have completed the first quarter of our Fiscal Year and expenses are on track. Unfortunately, circulation is still down in comparison with previous years.

Andy did not have a printed treasurer's report to present, but he gave an oral report. We received \$51,647 in tax money and will probably receive another payment later this month.

Amy reviewed items from the Librarian's report. This is a busy time with lots of programs. She also included summaries of what she learned at the ARSL and ILA conferences. October is when the State Library sponsors "Try-It! Illinois," an opportunity for a free preview of various on-line databases. Amy asked that the Board members look at the World Book Web products to see if they think our students would make use of it.

Friends of the Library report: The Friends have lined up volunteers and are counting patron traffic into the Library this week. We use this information on the annual report. Their next book sale will be Nov. 2 & 3 during the Shop Around the Block weekend. They are selling canvas book bags for \$10 each to commemorate the Library's 125<sup>th</sup> anniversary. This is the year for their Festival of Wreath fundraiser with the Carthage Christmas Open House. The next Friends meeting will be Mon., Nov. 12 at 6:00.

#### Unfinished Business

125<sup>th</sup> Anniversary: Amy has scheduled daily Facebook Posts of historical tidbits from the 1893 newspapers. We have only received memories from 3 patrons so far and would like to collect many more stories as well as photos.

Worker's Comp Insurance: We have not heard back from Scott. JR will talk to him again.

Auditor: John talked to Greg McCormick from the State Library about using levied funds for a "review" instead of a comprehensive audit, but the conversation got side tracked and he didn't receive a definitive answer. Kerry Asbridge said it would be fine, and other libraries that Amy has talked to said that they do so, but the auditor in Quincy won't proceed without a letter from an attorney stating that it's permissible. We also have the name of another CPA to contact.

Credit Card: Andy has not yet submitted the request for us to obtain a rewards credit card to replace our current card.

New Business:

Levy: The finance committee met to prepare the levy. The minutes of their meeting are in the packet. The Levy ordinance was presented. Donna made a motion to approve the levy as presented, JR seconded the motion. The vote was unanimous.

Trustee elections: Michelle and David have each decided not to run for re-election this Spring, so we will have two vacancies. A notice has been posted on the library's bulletin board. We discussed possibilities of people we could ask about running, and came up with a list. Andy and Amy are to contact some of the individuals, and if they are not interested, John will make other contacts.

2019 Holidays: Amy prepared a list of proposed closed dates for 2019. Andy made a motion to approve the dates, Donna seconded, carried.

PerCapita: One PerCapita Grant requirement is to discuss Chapters 6-10 of the Trustee Facts File, so we began at this meeting. Chapter 6 is Intellectual Freedom, we do have policies in place in case an item is challenged. Since we receive e-rate funds, we do have a filter on our computers.

Chapt. 7 is Planning. We revised our Mission Statement in February of this year. We do not have a current strategic or long term plan. Amy will look through the files to see if she can find a previous one. We have been discussing plans for a building, which will be an integral part of a strategic plan.

Chapt. 8 is Human Resources. We do have job descriptions. The Board has not conducted a formal evaluation of the director. Amy usually conducts 3 month reviews with new staff members and some informal evaluations with the staff. Last year the staff completed a written "Workplace Review" which opened up some topics for discussion. Staff meetings are used to discuss goals and projects for the Library as a whole.

For the November meeting Amy will bring our job descriptions and also sample job descriptions and sample evaluations for directors and staff. We will continue our discussion of Chapt. 8 and go on to discuss Chapt. 9 & 10.

Other: Angie noted that the bushes around the trees on the west side of the Library need to be trimmed or pulled. Andy will remove the window A/C units that he loaned us for the summer.

The meeting was adjourned at 5:36 pm. The next meeting will be November 12, at 4:30 pm.