

Carthage Public Library District
Board of Trustees Meeting
April 8, 2019

President John Dittmer called the meeting to order at 4:35 pm. Also present were Angie Perry, JR Parn, Andy Bastert, David Zanolla, Donna Tracy, and Director Amy Gee. Michelle Bavery was absent.

David made a motion to approve the minutes of the March 18 meeting, Andy seconded. Carried.

Andy did not have a treasurer's report to present, but noted we have received additional donations from the Lina Carlisle Kill memorial. We reviewed the budget spreadsheet, checklists, and Per Capita Grant expenditures. Amy noted that we are three fourths of the way through the fiscal year, and the budget is on track. However, we received another bill for worker's compensation insurance from the 2018 calendar year salary audit, which will put us over budget for that line item.

Reviewed the circulation report. Amy presented the librarian's report. The "pop-up library" at the Legacy Theater went well. Staff took crates of books that families could sign out and take into the Theater and read while waiting for the movie. Books were collected at the start of the movie. About 49 books were signed out and returned. Parents and grandparents seemed to be appreciative.

Friends of the Library Report: They are meeting at 6:00 tonight. The annual meeting will be on Tuesday, April 23 at 6:00 pm at Trinity Lutheran Church.

Foundation Report: The Library Foundation met on March 29. All of the required annual legal and financial forms were filed. CD interest rates have gone up since we opened our CD and the treasurer is investigating to see if the money could be transferred to one with higher interest, but it looks like the early withdrawal penalty would be too high.

Unfinished Business

We have not taken any steps to plan community meetings or restart a Focus Group. David suggested we might as well wait until after the new Board Members are sworn in. Amy reported on her inquiries about fundraising.

Still no progress securing an auditor. John will try contacting someone after April 15.

New Business

We have not received any official election results yet. We are assuming Rebecca and Sherry were elected since they were unopposed. We will canvass the ballots at the May meeting. The new trustees will be sworn in at the June meeting, which will also be the last meeting for David & Michelle.

Finance committee reported on their meeting to look at wages and salaries in light of the upcoming increases in minimum wage. The part-time workers who are currently earning above minimum wage will receive a small raise in July, but the minimum wage rate will soon catch up to them, at which time all will be earning the minimum. Once that rate reaches \$11 or \$12, we may need to look at cutting back on the number of hours staff members are allowed to work. For the Library Director, the committee recommended a 3% raise for FY 2019-2020. JR made a motion to approve a 3% raise for the Director, David seconded. Approved.

Lisa, the Youth Librarian, would like the room across the hall from the Board room to be cleaned out so it could be used as a space for teen programming this summer and in the future. Discussed the items stored in that room and elsewhere. Debated if we would use the metal shelving in the future or if we should sell it. There are many broken or unused items that we could dispose of at the next city-wide clean-up day. Students from Illini West High School are planning a community service day, and lining up jobs to do for a donation to their club. If we were organized, they could help with the physical labor. Amy was authorized to proceed with this project.

Discussed window air conditioners for the 2 rooms currently being used for programs. Based on their dimensions, Homestead recommends an 8000 BTU unit for each room, which they sell for \$299. Amy had looked at websites for other stores, and similar size units could be purchased for \$200-\$250, but we would need to consider the cost for shipping, pickup, or delivery. If we are to use the southwest room, we would need a unit for it as well. Andy made a motion to authorize Amy to purchase up to 3 window air conditioning units from Homestead. Angie seconded. Carried. She was instructed to ask them about delivery and installation.

Reviewed the risk management report submitted by Tim Drury of Bliss-McKnight Insurance Company. He noted that we do not have exit signs at the doors on the first floor. The Ameren Illinois Marketplace shows an LED Exit sign similar to the one we have upstairs for \$14.95. We are not sure how complicated they will be to install – they probably need electricity, and in the front there are glass panels above the door and a fan & clock to complicate visibility. The Board authorized Amy to contact Davis Tribble to ask about installation and to purchase the signs if appropriate.

Angie and John will serve as the nominating committee for the election of Board officers. The finance committee will meet on May 29 at 4:30 to prepare the working budget for FY 19-20.

The Board is scheduled to evaluate the Director at the May meeting. Amy distributed copies of the evaluation form. Donna suggested that each board member complete the evaluation form and send it to her by May 6 and she will compile all of the results to be presented and discussed at the Board meeting on May 13. Agreed.

The meeting was adjourned at 5:41.

Amy Gee, Library Director