

Carthage Public Library District
Board of Trustees Meeting
January 14, 2019

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

Andy made a motion to approve the minutes of the December 10th meeting, Donna seconded. Carried.

Andy presented his treasurer's report and the Board reviewed the budget spreadsheet, check lists, bank balance, and circulation reports.

Amy went through the Librarian's report. It was suggested she contact Sharp Look to find out the cost for cleaning the carpet, and to contact ServPro about their free Emergency Ready Plan service. She will attend the Chamber of Commerce's annual meeting and the ILA legislative lunch in Galesburg.

Unfinished Business:

Discussed plans for the Open House to celebrate the Library's 125th Anniversary. John suggested that we create a timeline showing significant events from the past such as the fire in the 1940's, when we became a district, etc. We can include possibilities for the future on the timeline. David mentioned having a library card registration station during the event.

Amy talked to someone from Ramsey Financial about our Workers' Comp insurance policy. Since our janitor doesn't have a personal policy, we need to cover her. We had been paying about the minimum for worker's comp, but since the janitor is a different job category, adding that category increased the minimum amount and now we're paying about double. She will continue to do some more checking with various companies. Another option would be to pay the janitor some sort of stipend to get her own policy, but she would need to list income from every place she cleans.

John has not heard anything more from Chad Passley about an audit.

Andy reported that the rewards credit cards offered through the bank for business customers have an annual fee of \$49. We do not charge enough for the rewards to offset the fee. Therefore, we will keep the card we are currently using.

Reviewed the Library Director job description and evaluation form that were distributed at the December meeting. Amy suggested adding "Serves as FOIA Officer" to the Additional Responsibilities section – no change would be needed to the evaluation form. Donna made a motion to approve the Description & Evaluation with that addition. Dave seconded the motion. Approved.

Decided that the Evaluation review should be held in May, as an executive session of the regular meeting. Angie suggested we review the employment contract to be sure that doesn't contradict anything mentioned in the contract about an evaluation.

Tim Drury from Bliss-McKnight insurance came on Dec. 19 to do a Risk Management Assessment on our building. He said he would prepare a written report, but Amy has not heard back from him even though she emailed him on Jan. 7. About the only issue he mentioned at the time was needing lighted exit signs and both doors downstairs and the emergency exit door in the kitchen upstairs.

Discussed the RAILS standards data collection form and our responses.

Discussed the strategic planning opportunity from the Tracy Family Foundation. It is a good opportunity and might provide some positive PR to say we had participated, but it is a major time commitment for the director plus two others including at least 1 Board member. It was determined that we are not able to make that commitment at this time.

Andy mentioned that Maggie Strong conducted a strategic planning program for Hancock County Economic Development, so it's possible help could be available if we wished to pursue creating a strategic plan at a later date.

Looked at the 4 entries received for the Logo Design contest. Everyone seemed to prefer the round logo entry, but there were several small things we would like changed. Amy will work with the designer to see if the changes can be implemented.

The meeting was adjourned at 5:43 pm.

The next meeting will be Monday, February 11 at 4:30 pm.

Amy Gee, Director