

Carthage Public Library District
Board of Trustees Meeting
May 13, 2019

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

Donna made a motion to approve the minutes of the April 8th meeting, Angie seconded. Carried.

Andy gave a brief treasurer's report. His printer was down so he didn't have handouts but shared that there were \$605 dollars collected last month in donations. A small amount was earned in interest. He plans to share a more in-depth report next month.

Amy presented the check lists, bank balance, and circulation reports. She also shared the Librarian's Report. Circulation is similar to last year, but is lower than in previous year. We received a check from the Tracy Family Foundation for an Early Literacy Grant, so that \$5000 will be added to the budget. We were notified that we will be receiving the Per Capita Grant, but that will be in the budget for the next Fiscal Year.

The pipes downstairs were backed up, and Larry Hutchison cleaned them out. Due to the fluctuating temperatures outside, it was discovered that the thermostat in the back of the library controls the boiler, not the one in the front. High school boys moved bookshelves from the NW room.

The summer reading program will soon be starting. The theme is "It's Showtime at the Library." There will be a magic show at the Primary school on May 15th at 2:00, which will be a kickoff to the summer program. We will also participate in a Kids Carnival at the Farmers' Market on June 10th.

Dr. Fred called. Mark Misselhorn is leaving APACE. He doesn't know of anyone with his expertise who isn't located in Chicago.

The Friends of the Library had their annual meeting and will have their next meeting on June 24th at 6:00.

Unfinished Business

John has had no contact from anyone from small libraries about audits.

The Foundation is trying to get a PayPal account, but is having some difficulty due to differing names tied to the Foundation.

New Business

Two hundred and seventy-two ballots were cast in the election for Library trustees. Sherry Harris had 223 votes, and Rebecca Egan had 163 votes. Both were elected. Donna moved to approve the canvas of ballots from the April 9, 2019 election. J.R. seconded. Motion carried.

Three high school boys voluntarily worked four hours to help move bookshelves from the NW room as part of a Community Service Day. Andy made a motion to donate \$120 to their organization with a second from J. R. The motion was approved.

Because we have no information about the prevailing wage ordinance, it was tabled until next month.

IRS – ID numbers: There is still some confusion between the ID numbers for the Foundation and the Library. John wrote a letter to the IRS.

The Director's Evaluation was shared and discussed. Overall, on a scale from 1-5, 5 being great, Amy scored an average of 4's on everything. The biggest things we could take from the feedback were these three measurable items:

- Provide quarterly customer service training for staff.
- Improve neatness of patron-visible work areas.
- Complete the computer inventory.

J.R. made a motion to adjourn, Donna seconded. The meeting was adjourned at 5:35.

Michelle Bavery, Secretary