

Carthage Public Library District  
Board of Trustees Meeting  
November 14, 2022

Vice President Sarah Talley called the regular meeting to order at 4:36 p.m. Also present were Donna Tracy, Andy Bastert, Rose Fisher, Vickie Livingston, Rebecca Eagan, Board Member Emeritus Angie Perry, and Director Amy Gee. John Dittmer was absent.

Rebecca made a motion to approve the minutes of the October 10 meeting. Vickie seconded and the motion carried.

#### Financial Reports

Andy provided two months of treasurer's reports, including the year-to-date income/expense comparison by category report, banking summary, transaction report by account, and account balances report. He also included a final settlement report of tax receipts and a fund summary.

After a recommendation by Andy and discussion, Rose made a motion to authorize Andy to move the building savings, money market, and library project fund (bond \$) accounts into a preferred asset account with all board members as signers (John Dittmer, Donna Tracy, Vickie Livingston, Sarah Talley, Andy Bastert, Rose Fisher, and Rebecca Eagan). Donna seconded the motion and the motion was approved.

Andy recommended changing the credit card from TIB to ELAN. Sarah made a motion to authorize Andy to open an ELAN credit card in Amy's name and cancel the TIB card when the balance is zero. Rebecca seconded the motion and the motion was approved.

Amy provided the director's financial reports for October, including the library budget, check list and bank balance reports, cash transaction report, desk fund report, circulation report, wireless usage report, and database activity reports.

#### Director's Report

Amy presented the director's report, highlighting the following:

- The October patron count was completed. Numbers have not yet reached the 2018-19 count.
- The library will participate in the Carthage Christmas Open House.
- The elevator passed inspection but the boiler did not. Repairs will be needed.
- The library will be closed December 24, 25, 26.
- Programs are continuing. The afterschool program has been switched to Tuesday from Wednesday. Rhythm and Movement is going well.
- The Tracy Family Foundation is offering a grant to support the production of a video for the library. The consensus was that our library should plan to use the grant funds to make a professional fundraising/promotional video.

### Committee Reports

- Friends of the Library – no report
- Foundation – no report

### Old Business

- *Standards for Serving our Public 4.0* reviewed.

### New Business

- Donna made a motion to adopt an Ethics Ordinance as presented. Vickie seconded and the motion was approved
- Rebecca made a motion to approve the publication of the Annual Report of Receipts and Disbursements for Fiscal Year 21-22. Donna seconded and the motion was approved.
- Andy reviewed the auditor's report noting the recommended procedural changes and that those procedures will be implemented.
- Financial Policy and Procedures discussion tabled until next month.
- Vickie made a motion to authorize Amy to accept the boiler repair bid from Kraus & Son's Inc. after verifying that all work will match the work listed on the Peters Heating & Air Conditioning bid. Rebecca seconded the motion and the motion was approved.
- Andy made a motion to approve the holiday bonuses as presented. Donna seconded and the motion was approved.
- Donna made a motion to approve the closed dates for 2023 with the removal of Sunday, January 1<sup>st</sup>, from the listed holidays. Andy seconded and the motion was approved.
- The consensus was to move ahead with the proposed Ameren Lighting incentives if they can be completed with no cost to the Library.

### Plans for New Building

- Amy shared updated fundraising letters along with a list of potential donors for personal approaches by Trustees.
- A Go Fund Me page has been created and needs to be shared.
- The "Fill our Stocking" fundraiser is underway.
- Amy noted that an anonymous \$10,000 donation has been received.
- Tickets and information about the Friends gift basket raffle were distributed to Trustees to sell.

Donna made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:56 p.m.

Donna Tracy, Secretary