

Carthage Public Library District  
Board of Trustees Meeting  
June 12, 2023

President John Dittmer called the regular meeting to order at 4:33pm. Also present were Andy Bastert, Rebecca Eagan, Vickie Livingston, board member elect Ann Thompson, Director Amy Gee and Board Member Emeritus Angie Perry. Sarah Talley joined the meeting at 4:45pm. Rose Fisher was absent. Andy Bastert left the meeting at 5:02pm.

Andy made a motion to approve the minutes of the May meeting. Rebecca seconded and the motion carried.

Andy made a motion to approve Ann Thompson as a board member, replacing Donna Tracy. Rebecca seconded the motion, and the motion was approved.

Andy, Vickie and Ann were sworn in for their new terms of office.

Officer elections were held, and the nominations were as follows:

President – John Dittmer

Vice President – Sarah Talley

Treasurer – Andy Bastert

Secretary – Vickie Livingston

OMA Officer – elections were tabled until July, when all board members could be present.

Rebecca made a motion to approve the nominations of the above officers, Ann seconded. The motion passed.

#### Financial Reports

- Andy presented reports from April & May.
- The building fund interest rate rose between April and May, and the deposits reflect that increase.
- There is a fair increase in a grant line, between 2022 & 2023. That increase is due to the Tracy Family Foundation and the Video Storytelling grants.
- Andy made a motion to update the board members on the bank accounts and Rebecca seconded the motion. The motion passed. Donna Tracy will be removed from all of the library's banking accounts. Rose Fisher and Ann Thompson should be added as signatories on all the accounts. Authorized signers will be all of the current Board members: Andy Bastert, John Dittmer, Sarah Talley, Rebecca Eagan, Victoria Livingston, Rose Fisher, and Ann Thompson.

#### Director's Report

- Amy presented the monthly financial and circulation reports.
- The new computer has been purchased, but the sales tax reimbursement has not arrived as of yet. This causes a temporary negative line in the budget, but it will balance once reimbursed.
- The periodical budget is also over estimated expenses, due largely to an increase in the Wall Street Journal prices.
- Circulation remains comparable to 2019 & 2022.

- Amy discussed the TIF district updates, which would potentially impact funds available to the library. More information will be gathered, as the TIF district updates continue.
- A new computer was purchased from Full speed, and one ordered directly from HP.
- The FY 2023 Per Capita grant totals are now available. \$6056.35 will be available in 2023-24.
- The staff refrigerator quit. Amy contacted Homestead about possible replacements, and presented 4 options. After a discussion, the board approved purchasing one of the 4 options at Amy's discretion, to replace the broken fridge as soon as possible.

### Agenda Notes

- We're are officially signed up for the IL Library Presents program.
- The book sale bids were reviewed. The Mark Twain books had a bid of \$400. Life Magazines were \$20. The lot of loose papers and art had a bid of \$200. An offer was made on the "shelves of books" for \$1,100. The lots were sold pending pickup. Profits will be added to the general fund for now.
- IRIS Referral Platform
  - Program for ROE#26 to help identify individuals who could benefit from various health care and social service industries in our area.
  - Amy has been attending the meetings, and the library will be included, but Amy felt this program wasn't super applicable to our programming.
- Summer youth program – The farmers market date in May was very successful, with over 200 people visiting. The June 12<sup>th</sup> activity featured face painting and a story walk. ~30 individuals attended June 12<sup>th</sup>.

### New Business

#### Finance Committee Meeting

- Met in May.
- Minutes were provided by the board.
- The tax report estimates the revenue expected for FY 2023-24
- Also included was the estimated budget for FY 2023-24. The finance committee proposed a 6% pay increase for the director. They also discussed the \$1.00 minimum wage increase for all part time employees (7.69% increase).
- Estimated FY 2023-24 income is \$302,216. Estimated FY 2023-24 expenses total \$301,815.
- Rebecca made a motion to approve the FY 2023-24 budget. Sarah seconded and the motion passed.

#### 2023-2024 board meeting schedule

- Next year's proposed meeting dates were presented. Vickie made a motion to accept the proposed meeting dates, and to post them for public information. Sarah seconded the motion, and the motion passed.
- Board meetings will remain on the 2<sup>nd</sup> Monday of each month at 4:30pm.

#### Building & Maintenance Levy – 2023-01

- Paperwork is being filed for the annual building maintenance tax levy of 0.02%.
- Sarah made a motion to accept the ordinance, and Ann seconded the motion. It passed with 5Y, 0N, and 2 absent.

### Non-Resident Fee – 2023-02

- Minimum fee rounded down to \$154.00 (-\$0.04).
- “Cards for kids” program will continue to be free.
- Rebecca made a motion to accept this fee structure for non-resident patrons. Sarah seconded the motion and it passed.

### OCLC Renewal

- This is one of the interlibrary loan programs we participate in.
- We currently have a lot of requests that go out.
- The yearly cost is \$1081.43.
- Ann made a motion to accept the annual fee for OCLC Renewal for FY 2023-24. Sarah seconded the motion, and it passed.

### Public Comment Policy

- A draft was presented and discussion held with possible revisions.
- The board recommended each person speaking during public comment would be allowed 5 minutes. If a group of individuals is speaking, they should pick a spokesperson, and that individual will have 5 minutes to present their thoughts. During a meeting, public comment will be 20 total minutes, unless the presiding officer grants additional time.
- Rebecca made a motion to approve the revisions, and Sarah seconded. The motion passed. The final draft will be provided to the board at a later meeting.

### Tort/ Risk Management policies

- Generally speaking, insurance and inspections (fire extinguisher, elevator, furnace, pest control, etc.) and snow or ice removal are covered by risk management funds.
- Edits to this policy were discussed, to better mirror how our library process works, and what we generally use the funds for.
- Amy will revise the policy for a vote at the July meeting.

### Paid Leave for employees

- New law for 2024 dictating paid leave for employees. RAILS is expected to provide more information for libraries and their employees.
- The board discussed transitioning paid leave to a calendar year system, similar to payroll.
- The period from July 2023 to January 2024 will complicate the system, but by Jan 2024, everyone’s paid leave would be on the new schedule.
- Vacation earned last fiscal year will still be awarded this year. Additional revisions will be discussed going forward after RAILS releases a statement.

### Closed session meeting minutes

- A closed session did occur in January 2023.
- The information discussed at this meeting may need to remain closed for an additional period of time.
- The closed minutes may be revisited in July if it is determined the minutes can be disclosed.

### Plans for New Building

- Amy spoke with Darren, the architect. Building costs have not dropped as much as we’d hoped.

- Currently the major expenses are the site itself and the brick work.
- The board may have a meeting with Darren in August or September to discuss potential for the bid process.
- It was noted that for a May 1<sup>st</sup> project start date, we would need to take bids in February.

#### Fundraising efforts

- The meeting agenda included some information about fundraising coaches recommended by our grant program.
- Amy has attended some of the fundraising classes, and brought some ideas to the board.
- Tentative date set for the fall fish fry – October 13<sup>th</sup> from 4:30-7pm. Sarah will look into the Dot Food grant.
- Trivia night – haven't been able to find anyone to donate the time to host the night, so it's still pending.

Rebecca made a motion to adjourn; John seconded. The motion carried and the meeting adjourned at 5:55pm.

- Vickie Livingston