

Carthage Public Library District  
Board of Trustees Meeting  
January 8<sup>th</sup>, 2024

President John Dittmer called the regular meeting to order at 4:36 pm. Also present were Ann Thompson, Andy Bastert, Vickie Livingston, and Director Amy Gee. Rebecca Eagan joined the meeting at 4:40 pm. Rose Fisher and Sarah Talley were absent.

Andy made a motion to approve the minutes of the November & December meetings. Ann seconded and the motion carried.

Financial Reports

- Interest income is up.
- Handful of transactions not reflected due to the end of the year.

Director's Report

- Amy presented the monthly director financial and circulation reports.
- The Tracy Foundation grant check arrived, so some STEAM purchases were made. For one, Amy had to use her personal credit card, so there is an unusual line where she was reimbursed for those STEAM items.
- The annual certification report was completed.
- The 1<sup>st</sup> floor restroom had to be repaired. There was a possible leak, and broken toilet handle. A plumber was called and repaired the problems.
- Various library programs have resumed after the holiday break.
- Reminder of the winter weather policy – if school is cancelled, all programs will also be cancelled. Staff use their discretion regarding safe travel to work.

Fundraising – Friends of the Library

- Gift basket raffle sales totaled \$1585.00, down \$150.00 from last year.
- There is a Pi day fundraiser in the works.

New Business

- Foundation – The library met the first benchmark of \$20,000 toward the \$100,000 match
- Vickie mentioned a possible lead on a grant through the USEPA toward construction costs in rural or underserved areas. She will continue working on this lead and report back.
- 2024 Holidays: Amy presented the 2024 calendar, including the holidays the library will be closed. All of the standard holidays are included, along with summer hours. Ann motioned to accept the proposed closure dates. Andy seconded and the motion passed.
- Economic Statements are due again, please see Amy if you haven't gotten one yet. They're due at the next meeting.
- Annual Chamber Dinner - Scheduled for Jan 24<sup>th</sup>. Amy will purchase a ticket and attend.

### Personnel policy

- There are updated copies in your packets.
- Discussion was held on the difference in employee benefits based on start date or when they enrolled in IMRF (IL Municipal Retirement Fund).
- The main difference is how time off accumulates. After discussion, it was determined that the board recommendation is to award time off based on official start date rather than only considering IMRF date.
- This allows more accurate time awarding to part time or half time employees.
- The previous policy was based on original start date, so no changes were made to this policy.

### Chromebook Lending

- The program is funded through a WIU grant.
- The chrome books run off of T-Mobile towers, so home wifi is not required.
- The idea is to lend them for 2 weeks at a time, perhaps up to 4 weeks.
- Amy noted there aren't as many computer users coming into the library as there once were.
- Before we fully devote to this project, we need to formulate "intended outcomes" and "marketing" ideas. .
- Vickie suggested asking our new part time employee what his thoughts were, as he's focused on things like IT access.

### New Building - Meeting with Darren

- Virtual meeting scheduled for Jan 30<sup>th</sup> at 4pm.
- Please attend if you're available

### Fundraising

- Trivia Night? Likely March or April. John is talking with someone who can do a general trivia evening.

Next board meeting – January 12<sup>th</sup>

Ann made a motion to adjourn; Andy seconded. The motion carried and the meeting adjourned at 5:33 pm.

- Vickie Livingston