

Carthage Public Library District  
Board of Trustees Meeting  
August 12, 2019

President John Dittmer called the meeting to order at 4:30 p.m. Also present were Angie Perry, Donna Tracy, J.R. Parn and Director Amy Gee. Andy Bastert, Rebecca Egan and Sherry Harris were absent.

Angie made a motion to approve the minutes of the July 8 meeting. J.R. seconded and the motion carried.

#### Financial Reports

The treasurer's report was reviewed with no questions/comments.

Amy provided a revised June 2019 budget spreadsheet as well as the financial reports for July, including the library budget spreadsheet, per capita expenditures by category, check list and bank balance reports, cash transaction report, and the desk fund report. The circulation report, wireless usage report, and database activity reports were also provided. She noted that the Rural Gateways STEM Grant was included in the report. She also pointed out that the periodicals are ordered through a jobber with the majority of the subscriptions being paid in July – thus the 37.93% expenditure of the periodicals budget in the first month of the fiscal year.

#### Librarian's Report

Amy presented the librarian's report, noting that she has a list of tasks for Davis Tribble when he comes to install the new exit signs. She reported that the summer reading program went well; the teens enjoyed the green screen activities. The calendar of events is currently sparse but will fill in when school starts. Janet is working on the Rural Gateways Grant adult program; the theme is traditions and the topic of the first program will be football.

Amy expressed thanks to those who helped to remove the bushes on the west side of the building.

The staff is continuing to work on the DVD project.

A new laptop is needed for the children's programming. Amy checked pricing at Full Speed Broadband (\$725) and Amazon (\$799). She will accept the quote from Full Speed.

Amy is still debating which Gale database to choose as the second subscription.

#### Committee Reports

The next meeting of the Friends of the Library will be on September 30 at 6:00 p.m.

### Unfinished Business

Some progress has been made on finding a firm to provide an audit. A firm in Burlington, Iowa, in lieu of a full audit, will review “agreed upon procedures” for approximately \$2000.00. However, additional information about the State Library requirements for grant recipients (full audit required?/okay to use out-of-state firm?) is needed before moving forward with the partial audit.

Trustees (except J.R.) need to sign the new signature card at Fortress Bank.

### New Business

Angie made a motion to file the Illinois Public Library Report as presented and to submit it on-line. J.R. seconded. Motion was approved.

Donna made a motion to encumber \$36851.64 of unexpended funds from the 2018-2019 budget to the building fund. J.R. seconded. Motion was approved.

J.R. made a motion to adjourn; Angie seconded. The meeting was adjourned at 5:09 p.m.

Donna Tracy, Secretary