

Carthage Public Library District  
Board of Trustees Meeting  
December 9, 2019

President John Dittmer called the regular meeting to order at 4:33 p.m. Also present were Angie Perry, Donna Tracy, Andy Bastert, J. R. Parn, Sherry Harris and Director Amy Gee. Rebecca Egan entered the meeting at 4:39 p.m.

The minutes of the November meeting were not included in the Board packets so will be reviewed for approval at the next meeting.

### Financial Reports

Andy presented the treasurer's report, including the banking summary for last month, the year-to-date income and expense comparison of 2018 to 2019, the account balances, and the transactions for the month.

Amy provided the director's financial reports for November, including the library budget spreadsheet, check list and bank balance reports, cash transaction report, and the desk fund report. The circulation report and the wireless usage report were also provided. A monthly reconciliation report was added to the financial reports at the suggestion of the auditors and will become a regular monthly financial report going forward.

### Librarian's Report

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

- No one attended the Family Reading Night event (other than the presenter).
- The Friends of the Library group purchased a new larger television for the library; this will necessitate arranging for a larger cart/stand.
- The DVD storage project has been completed.
- The library calendar is now available on the burbio.com website; other community organizations will be encouraged to add their calendar events.
- The elevator did not pass inspection; Otis is to replace a battery for the phone and emergency light and notify the inspector that the work has been completed.
- The library participated in the Carthage Christmas Open House on December 5<sup>th</sup>; snacks were served and raffle tickets for the Friends of the Library baskets were sold.
- The updating of the library computers to Windows 10 continues. The card catalog computer may need to be upgraded to prevent unauthorized access to the Internet.
- The report from the auditors will be available in January.
- Amy provided an updated disaster plan call tree.

### Committee Reports

The Friends of the Library purchased a new larger television for the library.

Foundation – no report

## Unfinished Business

Under building issues and plans, Amy reported that she talked with the State Library and was told that they will be using the Public Library Construction Act Grant Application that we submitted in March 2019 as the basis for our building project. Also, as we already have an established relationship and signed contract with the Apace architectural firm, we will not be required to repeat the RFQ for Architects requirement of the application.

Amy also spoke with a representative of Apace to verify that they are able to continue with our project despite the resignation of Mark Misselhorn. She was told that they have a continuing relationship with Mark (to draw upon his expertise if needed) and the capacity for the project.

The supporting documents for the construction grant application are due by March 31, 2020. If the library is deemed eligible for grant funding, the library will have approximately one year to come up with its share of the dollars.

## New Business

In order to move forward with the construction grant application:

- Donna made a motion to contract with Apace Architects for our construction project. Rebecca seconded and the motion passed. Amy will contact them about the contract.
- Sherry made a motion to move forward with formal negotiations with Carthage Veterinary Service to acquire property for the project. J.R. seconded and the motion passed. Andy will contact Doug Groth about a formal agreement for the acquisition of the property.
- Amy will contact local attorneys to see if any of them have expertise in the area of construction contracts or have recommendations of a firm to review our contract with the architects and to work with us throughout this project.

The Per Capita Grant narratives for the final expenditures report were reviewed with no recommendations for additions or changes.

Amy provided some potential changes to the Personnel Policy. It was agreed that more information is needed in order to clarify the vacation and unused vacation days section of the policy.

John will look at the book drop to see if it can be repaired to resolve the issues reported.

There were no closed sessions and thus no closed session minutes to be reviewed.

Rebecca made a motion to adjourn; Sherry seconded. The meeting was adjourned at 5:39 p.m.

Donna Tracy, Secretary