

Carthage Public Library District  
Board of Trustees Meeting  
July 8, 2019 – revised minutes

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

J. R. made a motion to approve the minutes of the June 10 meeting. Rebecca seconded and the motion carried.

Financial Reports

Andy presented the treasurer's report, noting that account balances for both the end of this fiscal year and the year prior were included in the report. The Owsley Trust shows a zero balance because it is controlled by the Foundation. He explained that the Board's long-term policy has been to spend the interest earned on the 4 CDs as needed but not spend the principal. Andy noted that the money market account had a healthy end of year balance, the banking summaries show the activity for the entire fiscal year, and that \$100,000 was transferred to the building fund CD.

Amy provided the financial reports for June, 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 of \$1500.00 was not included in the reports and would be an addition to the amounts shown. All per capital funds to be expended by the end of the fiscal year have been reallocated or spent in order to zero out that budget line.

Andy left the meeting at 4:53 p.m.

Librarian's Report

Amy presented the librarian's report, noting that she will be on vacation July 15-28 and will not be monitoring email during that time. She reported that the summer reading program is going well and expressed thanks to the anonymous person who swept the library sidewalks before July 4.

Amy reported that the annual report is due September 1; she plans to have it available for Board review at the August meeting.

J.R. and Howard Perry will remove the overgrown shrubs in the planter on the boulevard at 7:00 a.m. on July 11<sup>th</sup>.

The library received the LBSS Endowment Fund grant and will receive a set of Bluestem Award books.

Donna and J.R. reviewed the secretary's book for 2018-2019; necessary corrections were made/noted.

Amy reported that the Illinois Legislature passed a capital funding bill and questioned the potential impact on plans to build a new library. Discussion of potential sites, architectural needs, and ways to reduce overall construction costs followed; no decisions were made.

### Committee Reports

Amy reported that the Friends of the Library met and that the main topic of discussion was book sales.

### Unfinished Business

Amy contacted Sarah Beckman of CPA Associates in Burlington, Iowa, about doing the audit. Her fee would be a minimum of \$2,500. She sent samples of her work. Amy forwarded those to John for review. He will review the samples to see if they meet our needs.

### New Business

J.R. made a motion to approve the tentative Budget and Appropriation Ordinance; Rebecca seconded. Motion carried. The hearing will be held at 4:00 p.m. on September 9<sup>th</sup>.

J.R. made a motion to remove Michelle Bavery and David Zanolla and to add Rebecca Egan and Sherry Harris in their places as additional authorized signers for the Fortress Bank checking account; Angie seconded. Motion carried. Therefore, the authorized signers will be: John Dittmer, Andy Bastert, Angie Perry, Donna Tracy, Rebecca Eagan, and Sherry Harris. Any other names still on the account will be removed.

Amy discussed the renewal of databases. She plans to renew the Ancestry database and would like to add a test prep database and one other.

Amy provided updated Board member contact information and the updated Disaster Prevention and Recovery Plan.

J.R. made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:40 p.m.

Donna Tracy, Secretary