

Carthage Public Library District
Board of Trustees Meeting
November 18, 2019

President John Dittmer called the regular meeting to order at 4:36 p.m. Also present were Angie Perry, Donna Tracy, Andy Bastert, Rebecca Egan, Sherry Harris and Director Amy Gee. J.R. Parn was absent.

Rebecca made a motion to approve the minutes of the October 14 meeting. Sherry seconded and the motion carried.

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. He noted that the real estate tax income increased this year around \$9,000 and that all four CDs are now at Fortress Bank. The Owsley Trust continues to be listed as an asset account but actually has been moved to the Foundation.

Amy provided the financial reports for October, 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.

Librarian's Report

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

- Diann Sugden has been hired as a part-time circulation assistant.
- Lindsay and Tori have increased their hours and have been added to IMRF.
- The library has received a lot of requests by the public to use rooms/areas.
- Toy Story 4 was shown on October 14; 26 children attended. 40 attended the showing of Aladdin on November 15th.
- Numbers are down for attendance at the preschool activities.
- The teens are enjoying the Impact activities.
- Family Reading Night will be held on November 19th.
- There will be a Christmas party on December 9th with a Polar Express theme.
- The library will again participate in the Carthage Christmas Open House on December 5th; snacks will be served and raffle tickets for the Friends baskets will be sold.
- The auditors started on November 18th.
- The computers are being updated to Windows 10.
- Serv-Pro toured/assessed the building and prepared an emergency plan for future use.

Committee Reports

The Friends of the Library are meeting on November 18th to assemble Christmas baskets for their raffle fundraiser to be held in conjunction with the Carthage Christmas Open House.

Unfinished Business

Under building issues and plans, Amy reiterated that Apace is no longer doing library work and suggested that the Board begin the process of finding a new architectural firm so that we could be “shovel-ready” should funds become available. After some discussion, it was decided that she would bring more information to the December meeting.

Sherry left the meeting at 5:14 p.m.

New Business

Donna made a motion to approve the 2020 Holiday schedule as proposed, with the inclusion of December 26th as a closed date. Rebecca seconded. Motion was approved.

Donna made a motion to approve the Christmas bonuses as presented. Andy seconded. Motion was approved.

Chapter 3 (Personnel) of the Per Capita Grant Application was discussed. Amy noted that she is working on updating the staff job descriptions and evaluation forms.

The Personnel Policy was reviewed and discussed for possible revision. It was agreed that more information is needed in order to revise the vacation and unused vacation days section of the policy.

Donna reported watching the webinar Budget and Levy Secrets for Libraries, an online CE Per Capita Requirement for public libraries.

Andy made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:43 p.m.

Donna Tracy, Secretary