

Carthage Public Library District  
Board of Trustees Meeting  
October 14, 2019

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

Rebecca made a motion to approve the minutes of the September 9 meeting and the revised minutes from July 8. Sherry seconded and the motion carried.

### Financial Reports

Andy presented the treasurer's report, noting that the income/expense comparison of last year to this year is similar. He also pointed out that the 2<sup>nd</sup> installment of real estate taxes and the per capita grant dollars have been received.

Amy provided the financial reports for September, 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 there are changes in salary amounts for some staff members who are working additional hours due to the resignation of two employees.

### Librarian's Report

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

- Mellissa Smith has been hired to replace Lisa Barker as youth coordinator.
- Kathryn Johnson resigned to accept a different position.
- 64 children stopped at the library table at the Memorial Hospital Foundation Harvest for Hope event.
- Toy Story 4 will be shown at the library on October 14 when there is no school.
- The SOAR program boosted the circulation of juvenile fiction/non-fiction.
- The October 9 staff meeting included a customer service webinar: "Look First: Creating Exceptional Patron Experiences."
- Katie attended the IL Reading Council Conference and will share the handouts with us as we paid for her registration before she resigned. Amy will attend the IL Library Association Conference in October and she and Mellissa attended a "Super Charged Story Time" workshop on October 11.
- \$65 was paid to the Illini West Git-r-Done Club for their community service work at the library.
- John and Amy will have a conference call with the auditor on October 31.
- Due to changes in the technology we may have to upgrade to a subscription version of the Quicken software.
- The library services map has been made available for public use with additional map options such as school district boundaries added.
- Dr. John Vance will hold a book signing of his book Laroo's Blues at 6:30 p.m. on November 7 at the library.
- An email from Jil Tracy was received in response to the letters that were sent to our legislators requesting support for Illinois library construction funding. She stated that she would keep the letter in her capital request file.

## Committee Reports

The next meeting of the Friends of the Library will be on November 4<sup>th</sup>. They plan to replace the annual spelling bee with a Christmas basket raffle fundraiser to be held in conjunction with the Carthage Christmas Open House. Donations will be appreciated.

## Unfinished Business

Andy clarified that the proposed MTC Utility easement would allow underground routing of cable on the park property. It is possible that they will not need it but the easement is needed in advance should it become necessary.

Andy made a motion to approve the MTC Utility easement and to allow John to sign for the Board of Trustees. J.R. seconded and the motion was approved.

J.R. offered to install pressure treated lumber to enclose the planter on the west side of the building if time allows. If possible, dirt will be added before winter and planting will take place in the Spring.

## New Business

Andy made a motion to approve the Levy Ordinance as presented. Donna seconded. Motion was approved.

Andy made a motion to contribute \$100.00 to the Carthage Square Beautification Project. Rebecca seconded. Motion was approved.

Donna made a motion to remove Kathryn Johnson as an authorized signer on the Marine Bank account and add Janet Nicholas in her place (resulting in the following authorized signers: Andy Bastert, Amy Gee, Janet Nicholas, Lindsay Nichols). J.R. seconded. Motion was approved.

Question 8 of the Per Capita Grant Application (original source materials in collection) was discussed. Amy indicated that original source materials are routed to the Historical Society or the Kibbe Museum.

Question 6 was also discussed (Chapters 11-14 of Trustee Facts File). Steps previously taken toward a new library and possible fundraising approaches were reviewed for new trustees. Amy mentioned new websites that are available, including *mylibraryis.org* and *ilovelibraries.org*. The consensus was that no modifications are currently indicated but there is useful information for a future fundraising campaign.

Amy provided bookmarks for the new Gale testing and legal forms sites, a handout of Chapter 3 for all trustees to read prior to the November meeting, and a list of online webinars for at least one trustee to view before November.

J.R. made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:37 p.m.

Donna Tracy, Secretary