

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

The Budget and Appropriations Hearing was held at 4:00 p.m. with John Dittmer, Angie Perry, Donna Tracy and Amy Gee in attendance. No members of the public attended.

President John Dittmer called the regular meeting to order at 4:30 p.m. Also present were Angie Perry, Donna Tracy, Sherry Harris and Director Amy Gee. Andy Bastert entered at 4:34, Rebecca Egan entered at 4:53, and J.R. Parn was absent.

Angie made a motion to approve the minutes of the August 12 meeting. Sherry seconded and the motion carried.

### Financial Reports

Andy presented the treasurer's report, noting that the year-to-date amounts differ due to the late receipt of real estate taxes last year. He also pointed out the transfer of funds to the building fund and discussed the changes in rent receipts.

Amy provided the financial reports for August, 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 was a one cent difference in the IMRF amount previously reported due to a difference in rounding methods.

Andy expressed disappointment in the circulation numbers, noting that they have dropped from nearly 3700 to 3100 over the 5 years reported.

### Librarian's Report

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

- John Massey came to do several electrical repairs.
- Otis Elevator will refund contracted services that they do not fulfill; their contract expires next spring and will need to be considered at that time.
- The new databases have been installed and will use patron barcodes for access.
- The laptop for children's programming arrived; another computer needs repair.
- The SOAR program has started with 11 volunteers; few small children have attended so far.
- The Rural Gateways Grant program starts this week with the football program.
- Katie will attend the IL Reading Council Conference and Amy will attend the IL Library Association Conference in October.
- The Library 2018-2019 in Review document will be on our website.
- Two new services are being evaluated for potential addition. One is NewsGuard, a browser extension from Microsoft that assesses credibility and transparency of news and information websites. The second is Burbio, a digital community calendaring service.

- Letters were sent to our legislators requesting support for Illinois library construction funding.

### Committee Reports

The next meeting of the Friends of the Library will be on September 30<sup>th</sup>.

### Unfinished Business

John contacted a state library consultant about audit requirements; a full audit is not currently necessary but will be required if a building grant is received.

Rebecca needs to sign the new signature card at Fortress Bank.

### New Business

Angie made a motion to approve the Budget and Appropriation Ordinance as presented. Sherry seconded. Motion was approved with a roll call vote.

Amy discussed possible projects for the Illini West High School Community Service Day students, including adding dirt to the planter west of the building and building shelves. The weather on that date will determine whether they work inside or outside.

The Annual Treasurer's Report for the newspaper was discussed. Rebecca made a motion to approve it and Angie seconded the motion. Motion approved.

Amy reported that there had been an error in the "bdg maint spent above .02 levy" line of the 18-19 spreadsheet; a correction from \$530.94 to \$531.24 was made and a corrected version of the spreadsheet provided.

Andy made a motion that the partial audit be conducted by Beckman CP Associates. Sherry seconded. Motion approved.

A utility easement right-of-way request from McDonough Telephone Cooperative was discussed. More information is needed before the Board makes a decision, including information about the size and configuration of the equipment, possible remuneration for the library, and the provision of an "out-clause." Andy will contact MTC for more information.

The Digital Public Library of America website was viewed and discussed, a requirement of the 2020 Per Capita Grant.

Amy provided a video demonstration of the new Gale testing and legal forms sites.

Andy made a motion to adjourn; Sherry seconded. The meeting was adjourned at 5:41 p.m.

Donna Tracy, Secretary