

Carthage Public Library District
Board of Trustees Meeting
Virtual Meeting via Cisco Webex
April 13, 2020

President John Dittmer called the virtual meeting to order at 4:32 p.m. Also present via Cisco Webex were Angie Perry, Donna Tracy, Sherry Harris, J.R. Parn, Andy Bastert, Rebecca Eagan and Director Amy Gee.

Sherry made a motion to approve the minutes of the March 9, 2020, and March 19, 2020, meetings. J.R. seconded and the motion carried.

Financial Reports

- Amy provided the director's financial reports for March, including the library budget report, check list and bank balance reports, cash transaction report, reconciliation reports, and the desk fund report. The circulation report and the wireless usage report were also provided.
- There were no questions for Andy regarding the financial reports.

Director's Report

- Amy presented the director's report, noting that the circulation report represented 1/2 month due to the mandated closure. She also noted that WiFi is still being used despite the closure.
- It was suggested that the login information be posted in the window to support library patrons without home access. It was also suggested that instructions for how to access ebooks be more widely disseminated to support patrons' need for reading materials and to boost circulation numbers.
- Amy also reported that the construction grant has been submitted. The deadline for grant submission was extended to June.

Old Business

None

New Business

- Staff will continue to be paid and will conduct a full inventory of library materials during the closure as long as they are able to maintain recommended social distancing protocols. Those who are not comfortable working on-site will work from home on projects assigned by Amy. Work will need to begin on materials/plans for potential summer reading programs.
- RAILS continues to provide guidance; more information will be needed before plans for re-opening can be developed.
- J. R. noted that the Carthage Chamber of Commerce has been doing a good job of disseminating information about closures, restrictions, and assistance and suggested that the library could link or share that information with patrons.
- Amy's evaluation is scheduled for May but the Cisco Webex format will not be conducive to confidential personnel reviews; the data may be collected with the review being delayed until distancing restrictions have been lifted.

J.R. made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:06 p.m.

Donna Tracy, Secretary