

Carthage Public Library District  
Board of Trustees Meeting  
December 14, 2020

President John Dittmer called the regular meeting to order at 4:40 p.m. Also present in the library were Andy Bastert, Rebecca Eagan, and Director Amy Gee. Present remotely via CiscoWebEx were J.R. Parn and Sherry Wright. Angie Perry and Donna Tracy were absent.

Rebecca made a motion to approve the minutes of the November 9th meeting. Sherry seconded and the motion carried.

### Financial Reports

Andy presented the treasurer's report, including the banking summary, account balances, transaction report, and income/expense comparison with last year. We did receive some additional real estate tax income.

Amy provided the director's financial reports for November, including the library budget spreadsheet, check list and bank balance reports, cash transaction report, desk fund report, and circulation report. She noted that circulation numbers from the past few months will need to be revised, since the items checked out to "quarantine" upon their return were being counted as circulations. The statistics for November have been adjusted and were similar to the previous year.

### Director's Report

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

- A new staff member was hired.
- At this time the Library is only open from 9-1 on Saturdays.
- The Library is offering bags of take and make bags for children and teens plus an online craft program for adults.
- A story walk has been set up around the square with book pages in the windows of various businesses.
- The Library purchased a laptop for staff use, and a barcode scanner to replace one that no longer works.
- We applied for and received a minimum wage credit to our IL withholding tax for the July-Sept. quarter and will apply for the 4<sup>th</sup> quarter.

### Old Business

- We submitted a request for additional funds from the Local Coronavirus Urgent Remediation Emergency (CURE) Support Program for COVID-19 related expenses.
- We did not receive the Back to Books Grant. There was not enough money in the grant program to fund all of the applications, so funds were awarded based on financial need.
- The Per Capita grant requirements have now been posted. The application is due March 15. The Board must review all 13 chapters of Serving Our Public 4.0 Standards for

Illinois Public Libraries and explain the objectives and priorities to be undertaken to improve the library's performance levels for each.

### New Business

- Discussed loaning our old laptops to patrons, and a policy for doing so. It was suggested that Amy check with Eagle Technologies/Full Speed to see how best to protect them from viruses. The schools are issuing devices to students, so there may not be a great need. Amy will also check for any restrictions from the original 2011 grant.
- For the Per Capita grant we reviewed and discussed Chapters 1-5. Amy will write a summary for each chapter and send it to the Board for additional comments. We will discuss the remaining chapters at the January and February meetings.
- We briefly discussed the role of a construction manager. We will investigate this further. More information is needed including the costs involved

### Construction Project & Funding

- J.R. will talk to the mayor about the TIF district and the possibility of an Intergovernmental agreement.
- Amy urged pushing the sale of raffle tickets. Rebecca suggested contacting Greta at the Hospital to see if there is a way to sell tickets out there.
- We have been receiving donations through the brick/paver program.
- We have sent letters to some celebrities and to local businesses. Angie has contacted some individuals and suggests the other Board members do the same.
- For December we are using a "Fill our Stocking" display in the window to track donations. Including the land, we have received slightly over \$50,000 so far.

Andy made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:45 p.m.

The next meeting will be at 4:30 p.m. on Monday, January 11th.

Amy Gee, Director