

Carthage Public Library District  
Board of Trustees Meeting  
January 13, 2020

President John Dittmer called the regular meeting to order at 4:30 p.m. Also present were Angie Perry, Donna Tracy, Rebecca Eagan, J. R. Parn, and Director Amy Gee. Andy Bastert entered the meeting at 4:37 p.m. and Sherry Harris entered at 4:39 p.m.

Rebecca made a motion to approve the minutes of the November 18, 2019, meeting, noting that the spelling of her last name is Eagan, not Egan. Angie seconded and the motion carried.

Rebecca made a motion to approve the minutes of the December 9, 2019, meeting. J.R. seconded and the motion carried.

#### Financial Reports

Andy presented the treasurer's report, including the transaction summary for last month, the account balances, a year-to-date income and expense comparison of 2018 to 2019, and a tax income comparison of 2018 to 2019. He noted that \$11,231.60 more tax revenue was received in 2019 than in 2018. He also pointed out that the transaction report and the account balances reflect a deposit of \$1500 that belongs to the Legacy Theater; this has been corrected. Andy also requested that the Board receive an update on the value of the Owsley Trust when possible from the Foundation Board.

Amy provided the director's financial reports for December, 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. Corrected versions of the July 2019 – November 2019 budget reports were provided as well as a revised salary breakdown report with corrections resulting from staffing changes. John noted that the circulation continues to show a downward trend.

#### Librarian's Report

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

- J.R. added wood to the planters on the west side of the building and John brought dirt to fill them; more dirt will be needed.
- A survey is being conducted to seek public input on adult programming.
- The movie *Abominable* will be shown on Friday, January 17<sup>th</sup>.
- Discussed the use of the Owsley Trust funds by the Foundation and whether they should still be held to the original limitation of spending only interest earned; the consensus was that the restriction no longer applies as the trust was dissolved when the funds were transferred to the Foundation.
- Janet will plan the "Pushing the Limits" programs, a reading and discussion group for adults.
- A thank you card from the staff to the Board for the Christmas bonuses was circulated.
- A thank you from the Kiwanis Club for participating in their Christmas Cookie Crawl was circulated.

- A \$50 donation from Elizabeth Hunter of Texas will be used to purchase the Historical Society's new book about one-room schoolhouses.

### Committee Reports

The Friends of the Library – no report  
Foundation – no report

### Old Business

#### Building Plans – Ongoing and New Business

Andy discussed the proposed lot for the new building, noting that a legal description has been developed with blanks for the actual measurements. Preliminary estimates indicate an approximate lot size of 1.8 acres. He and J.R. will measure the lot to complete the legal description in preparation for a certified appraisal by Tracy Pierce of Appraisal Advantage of Hamilton, Illinois.

Sherry made a motion that the proposed lot currently owned by Prairieland Investment Group LLC be measured and appraised; Rebecca seconded. Motion approved.

The proposed contract submitted by aPace Design for professional services was discussed. Donna made a motion that we approve the agreement as proposed; Andy seconded and the motion was approved.

Amy reported that the library district's debt limit is \$2,353,660.

A draft press release was reviewed; Board consensus was that it should be released as soon as possible. Amy will make recommended changes and release it to the press.

### New Business

- The auditors' report was reviewed with discussion of the procedural recommendations provided.
- An estimate of \$750 from Full Speed LLC for a new staff computer was discussed; Amy will proceed with that purchase as well as the purchase of a refurbished computer from Staples. She will reallocate older computers as needed.
- Amy requested a Board volunteer to work with her to review Board policies; Donna agreed to assist with that project.
- Amy updated the Board on the ongoing process of digitizing high school yearbooks and newspapers, noting that this may become more expensive in the future.
- The Board agreed to pay for Amy's ticket to the annual Chamber of Commerce dinner.
- J.R. made a motion to adjourn; Andy seconded. The meeting was adjourned at 6:02 p.m.

Donna Tracy, Secretary