

Carthage Public Library District
Board of Trustees Meeting
March 9, 2020

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

Angie made a motion to approve the minutes of the February 10, 2020, meeting. Sherry seconded and the motion carried.

Financial Reports

Amy provided the director's financial reports for February, including the library budget report, check list and bank balance reports, cash transaction report, reconciliation reports, and the desk fund report. A budget line has been added for construction expenses. The circulation report and the wireless usage report were also provided.

Librarian's Report

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

- Staffing issues continue. The workforce volunteer has resigned. Lindsay has been in the hospital, Mellissa has not been cleared to return to work, and Diann has ended her employment.
- Adult programming based on the results of the library survey will start in March.
- Four students have signed up for ESL instruction.
- Automated courtesy emails are being sent to patrons with current email addresses in the system.
- Amy attended the ILA legislative luncheon in Galesburg.

Committee Reports

The Friends of the Library – next meeting will be on March 16, 2020. They paid to renew the library movie license.

Foundation – no report; Amy plans to meet with David Zanolla to discuss revisions to the Foundation's bylaws.

Old Business

- Proposed changes to the vacation policy portion of the personnel policy were discussed. It was noted that there were two items labeled #3; also, Amy asked for input regarding a parenthetical note in item 7. The consensus was that it should be removed. J. R. made a motion that the policy be approved with those changes; Angie seconded and the motion was approved.

Building Plans – Ongoing and New Business

- Amy reported that our original grant proposal was based upon construction of a new building, not renovation of an existing building. This eliminates the Commons building on Buchanan from consideration.
- Amy met with Apace about revisions to their first proposed design and plans to meet with them again on March 16th. They are waiting to hear from the City

- codes enforcer about the possible requirement for a 25 foot set-back. They have provided two design options should the set-back be necessary.
- The Illinois State Historical Preservation Society contacted Amy to let her know that any disposal of the current library building will need their approval. They have sent the necessary documents to Amy.
 - The appraisal of the building site has been completed; the appraised value is \$36,200.
 - Amy shared a sample of fundraising ideas from the Macomb library and asked for feedback or changes/corrections to her facilities plan document for the grant.

A special Board meeting will be held on Thursday, March 19 at 4:30 to review the revised building plans prior to submitting the grant.

Sherry made a motion to adjourn; J.R. seconded. The meeting was adjourned at 5:55 p.m.

Donna Tracy, Secretary