

Carthage Public Library District
Board of Trustees Meeting
Virtual Meeting via Cisco Webex
May 11, 2020

President John Dittmer called the virtual meeting to order at 4:40 p.m. Also present via Cisco Webex were Donna Tracy, Sherry Harris, J.R. Parn, Andy Bastert, Rebecca Eagan and Director Amy Gee. Angie Perry was absent.

Andy made a motion to approve the minutes of the April 13, 2020, meeting. J.R. seconded and the motion carried.

Financial Reports

- Amy provided the director's financial reports for April, 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. Amy noted that the wireless usage has continued despite the library closure.
- There were no questions for Andy regarding the financial reports. He noted that the year-to-year comparison had minor differences.

Director's Report

- Amy presented the director's report, noting that the circulation report included a few circulations of physical items but was mostly audio and eBooks.. She also noted that WiFi is still being used despite the closure.
- An application for the LBSS grant has been submitted.
- Amy conveyed the gratitude of the staff for continuing their employment thus far during the pandemic.
- Amy shared some interesting historical information about several Carthage library closures due to scarlet fever outbreaks between 1910 - 1919.
- Planning has begun for the summer reading program; reading logs will begin on May 17.
- Plans for gradual re-opening were discussed. Curbside service with social distancing will resume the week of May 18, 2020.

Old Business None

New Business

- The draft "Smoke Free Workplace Policy" was discussed with guidance provided for wording of the drug testing protocol; the employee suspected of impairment will be required to leave the library and to be tested within 2 hours.
- Amy contacted the State Library regarding the status of the construction grant funds and was told that they should still be available despite the pandemic; they hope to notify grant recipients by June 30. The Board consensus is to continue to move forward as planned.
- John Chrastka of everylibrary.org, a non-profit group that supports libraries and fundraising efforts, has offered to meet with the Board as a committee of the whole to advise our fundraising campaign.
- Board members are to complete Amy's evaluation and send them to Donna by June 1 for compilation.
- The Finance Committee will meet at 4:30 p.m. on May 26, 2020.
- J.R. offered to contact Bob Jefferson to see if he would donate and deliver dirt for the sidewalk planter. Donna offered to plant the hostas after the dirt is placed.

Donna made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:25 p.m.

Donna Tracy, Secretary