

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

President John Dittmer called the regular meeting to order at 4:33 p.m. Also present were Donna Tracy (remotely via Cisco Webex), Andy Bastert, Rebecca Eagan, and Director Amy Gee. J.R. Parn, Angie Perry, and Sherry Wright were absent.

Andy made a motion to approve the minutes of the October 12 meeting. Rebecca seconded and the motion carried.

Financial Reports

Andy presented the treasurer's report, including the banking summary, account balances, transaction report, Foundation report, and a library tax receipt trend report.

Amy provided the director's financial reports for October, including the library budget spreadsheet, check list and bank balance reports, cash transaction report, desk fund report, circulation report, and wireless usage report. She noted the purchase of a new water heater and that the circulation numbers are up from last year.

Director's Report

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

- Interviewing of potential new hire.
- Adult book club meetings are being held in person at the library with social distancing and with a Zoom option.
- Children's programming is all being done online.
- The address for the site of the new library is 250 N. First Street.
- A storywalk has been set up on the courthouse lawn; two books so far.
- The Friends of the Library group plans to help with the capital fundraising campaign in lieu of their usual annual fundraising events.
- The official name of the library foundation group is Carthage District Library Foundation; this will be used for all documents and on the website.

Old Business

- A reimbursement check for \$629 was received from the Local Coronavirus Urgent Remediation Emergency Support Program for COVID-19 related expenses.
- Amy noted that the Dare to Dream kickoff event went well and there was good coverage by the media.
- Informational presentations were made to Round Table and Kiwanis via Zoom and WCAZ wants to interview someone about the new building project.

New Business

- Rebecca made a motion that Janet Nicholas be removed as a signer from the Marine Bank account and that the authorized signers be Andy Bastert, Amy Gee, Lindsay Nichols, Tori Buckert, Tammy Kost, Wendy Hamer, and Karen Garnett. Andy seconded and the motion carried.
- It was agreed that holiday bonuses would be distributed to the staff, with Anna receiving the janitorial bonus.
- In 2021 the Independence Day holiday closure will be on Saturday, July 3rd, because the 4th of July will be on Sunday.
- Per Capita Grant requirements were discussed but have not yet been finalized. The due date has been moved from January 15 to March 15, 2021.

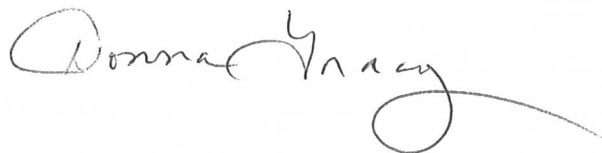
Construction Project & Funding

- No additional information about the TIF district and pursuing available TIF funds.
- Amy urged pushing the sales of bricks/pavers and raffle tickets for the fundraising campaign.
- Rebecca reported that the fundraising committee is working on a read-a-thon.
- It was discussed that the donor cultivation committee will need to send personalized letters to some potential donors.
- Amy is working on setting up a #givingTuesday event; Jenny Roberts is assisting her with the setup.
- The beanstalk concept will be used to visually track donations.
- A phone conference or Zoom meeting will be set up with John Chrastka at 4:00 p.m. before the December 14 meeting if he is available.

Rebecca made a motion to adjourn; Donna seconded. The meeting was adjourned at 5:18 p.m.

The next meeting will be at 4:00 p.m. on Monday, December 14th.

Donna Tracy, Secretary

A handwritten signature in cursive script that reads "Donna Tracy". The signature is written in black ink and includes a long, sweeping underline that extends to the right.