

Carthage Public Library District  
Board of Trustees Meeting  
October 12, 2020

President John Dittmer called the regular meeting to order at 4:33 p.m. Also present were Angie Perry, Donna Tracy, Andy Bastert, Sherry Wright, Rebecca Eagan, and Director Amy Gee. J.R. Parn entered the meeting at 4:36 p.m.

Andy made a motion to approve the minutes of the September 14 and September 28 meetings. Sherry seconded and the motion carried.

### Financial Reports

Andy presented the treasurer's report, including the Q1 banking summary, account balances, transaction report, and a 2017-2020 tax collection summary.

Amy provided the director's financial reports for September, including the library budget, check list and bank balance reports, cash transaction report, desk fund report, circulation report, wireless usage report, and database activity reports. She noted that the IMRF amount was off by \$0.01, circulation and interlibrary loan numbers are beginning to pick back up, and Ancestry database remote access has been extended through the end of the year.

### Director's Report

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

- It may be necessary to hire a replacement for Janet N.
- The next adult book club meeting will be held in person at the library with social distancing and with a Zoom option.
- Preschool story hour via Zoom has not been well attended.
- A toilet in one of the upstairs bathrooms developed a leak; repair would require replacing the flooring as well as the toilet. That bathroom has been designated out of order as there are 2 additional bathrooms available on the second floor.
- A trial of the A to Z Database is available.
- An email account and FaceBook page have been set up for the Foundation. Andy tested the PayPal donate button and it works; fees will apply to each transaction.

### New Business

J.R. made a motion to approve the Budget and Appropriation Ordinance as presented. Sherry seconded. Motion was approved with a 7/0 roll call vote.

### Construction Project & Funding

- Plans for the October 24 press release event were discussed, including food vendors, entertainment, demarcation of the library building, set-up, potential MCs, and Board spokesperson (John Dittmer).

- Alternate inclement weather plans for October 24 will be the CVS Conference Center or the Legacy Theater.
- The informational tri-fold was reviewed and editing/wording changes will be made.
- J.R. reported that he spoke with Amy Graham about the TIF district and pursuing available TIF funds; she indicated that the Library would likely qualify.
- The dates for Round Table and Kiwanis presentations were reviewed; Andy and J.R. plan to attend and speak.
- J.R. left the meeting at 6:00 p.m.
- Angie reported that the donor cultivation committee will need from Amy a list of donors who contributed to the last capital campaign. She also suggested using electric fencing posts and caution tape to outline the perimeter of the new building for the October 24 event.
- Sherry left the meeting at 6:08 p.m.
- Amy plans to set up a #givingTuesday event and would like some tech help on that project.
- Brief discussion but no decision on how to visually track donations.
- A phone conference or Zoom meeting will be set up with John Chrastka in November.

The next meeting will be at 4:30 p.m. on Monday, November 9<sup>th</sup>.

Rebecca made a motion to adjourn; Angie seconded. The meeting was adjourned at 6:16 p.m.

Donna Tracy, Secretary