

Carthage Public Library District
Board of Trustees Meeting
September 14, 2020

The Budget and Appropriations Hearing was held at 4:00 p.m. with John Dittmer, Angie Perry, Donna Tracy and Amy Gee in attendance. No members of the public attended.

President John Dittmer called the regular meeting to order at 4:35 p.m. Also present were Angie Perry, Donna Tracy, Andy Bastert, Sherry Wright, J.R. Parn, Rebecca Eagan, and Director Amy Gee.

J.R. made a motion to approve the minutes of the August 10 and August 24 meetings. Sherry seconded and the motion carried.

Financial Reports

Andy noted that the Per Capita Grant check has been received.

Amy provided the director's financial reports for August, 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.

Director's Report

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

- Brad's last day was August 29th.
- An adult book club meeting is scheduled for September 17 at Friendship Park; the book is All the Light We Cannot See by Anthony Doerr.
- No one logged in for the first preschool story hour via Zoom.
- There is extra money from a Tracy Foundation grant; a story walk will be set up around Hartzell Lake during the Harvest for Hope in the last week of September.
- Amy will be participating in a variety of on-line meetings and conferences.
- Invoices and other documentation will be submitted to DCEO for the Local CURE reimbursement grant; reimbursement is for COVID-19 related expenses.

New Business

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

Amy reviewed the funds to be encumbered. Undesignated funds of \$56,653.95 can be encumbered for and transferred to the Building Fund. Angie made a motion to encumber and transfer the \$56,653.95 to the Building Fund; Sherry seconded and the motion was approved.

J.R. made a motion to approve the Annual Treasurer's Report and Rebecca seconded the motion. Motion approved.

After discussion, it was agreed that the Library should remain open on Election Day (November 3, 2020).

Construction Project & Funding

- The exterior elevation drawings were discussed; consensus was that a gray (slate/gunmetal) roof would be preferable to the green shown. Amy will contact the architects for revised drawings.
- Andy reported that PrairieLand Investment Group is ready for the press conference when we are and that the red brick building met their approval.
- A 3'x8' sign will be installed on the NW corner of the building site prior to the press conference. Sherry will contact Kirby Construction about installing the sign.
- Amy recommends pursuing available TIF funds but does not know how that is done. J.R. will contact Amy Graham for information/guidance.
- A preliminary version of the fundraising PowerPoint was reviewed; suggested additions and changes will be made.

- John left the meeting at 5:32 p.m.

- Rebecca provided a report of the Fundraising Committee meeting. October 17th was suggested as the target date for a press conference/fundraising kick-off event.

- Sherry left the meeting at 6:01 p.m.

- Amy recommended Angie lead the donor cultivation committee.
- Donna and Amy will work on developing a fundraising letter.
- J.R. will talk with the Kiwanis Club.
- Rebecca will be talking with Scouts for volunteers; Key Club and Builders Club were also suggested.

The next meeting will be at 4:30 p.m. on Monday, September 28th.

Rebecca made a motion to adjourn; Andy seconded. The meeting was adjourned at 6:20 p.m.

Donna Tracy, Secretary