

Carthage Public Library District
Board of Trustees Meeting
April 12, 2021

President John Dittmer called the regular meeting to order at 4:32 p.m. Also present were Donna Tracy, Angie Perry, Andy Bastert, J.R. Parn and Director Amy Gee. Sherry Wright joined the meeting at 4:34 p.m. and Rebecca Eagan entered the meeting at 4:42 p.m.

Angie made a motion to approve the minutes of the March 8, 2021, meeting. Andy seconded and the motion carried.

J.R. made a motion to approve the minutes of the March 9, 2021, meeting. Angie seconded and the motion carried.

Financial Reports

Andy presented the treasurer's report, including income/expense comparisons by category, account balances, and the monthly transaction report.

Amy provided the director's financial reports, including the library budget spreadsheet, check list and bank balance reports, cash transaction report, desk fund report, circulation report and database activity report.

Director's Report

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

- The price of the A to Z databases has been reduced. Log-in information has been provided for review of the available options.
- RAILS is no longer requiring the quarantining of inter-library loan materials so that process will be discontinued.
- A new story walk has been set up on the square.
- As many of the summer reading program activities as possible will be held at WOW Park.
- Andy is registered to participate in an on-line trustee forum on May 15. An additional forum is being offered on May 22nd from 10:00 – 11:30 a.m.
- A new computer has been received and set up to operate the microfilm reader. Amy has listed the old reader on-line; if no one wants it, it will be hauled to the recycling drop site.
- The annual patron count was conducted over two weeks with similar results both weeks. The average was approximately 30 patrons per day; pre-covid the average daily count was 70.
- The elevator has continuing problems but Amy hopes it can last until the new library is built.
- A copy of the director's annual performance appraisal form was included with the trustee packets; they are to be completed and sent to Donna prior to the May meeting.
- The Friends of the Library have tentatively scheduled their annual meeting for May 24th at 6:00 p.m. at the Trinity Lutheran Church. Joyce Buckert will speak about the

Historical Society's School House Book. They also conducted one week of the patron count and funded some of the promotional materials for the bond issue.

- Donations for the new library are being routed to the Foundation. They have a CD coming due that will not be rolled forward so that the funds will be available for the new building if needed.
- The building grant was re-submitted with an increased budget (in case the bond issue did not pass); the re-submitted application will be withdrawn if the bond issue is certified as having passed.

Old Business

- Amy revised the reasonable suspicion checklist for the Drug Free Workplace Policy. Amy moved that the policy be adopted; Sherry seconded and the motion carried.

New Business

- Amy reported on a potential new member to fill the open seat on the Board; Angie could remain as a member emeritus.
- Sherry and Rebecca will serve as the Board officer nominating committee; the new slate of officers will be presented at the May meeting.
- The Finance Committee will meet in May.
- Summer hours will be changed to include opening at 9:30 a.m. on Tuesdays and Thursdays.

Construction Project & Funding

- Amy reported donations (including land and room pledges) of \$253,680.00. There was consensus that fund raising should continue to support increased material costs for the new library.

J.R. made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:33 p.m.

Donna Tracy, Secretary