

Carthage Public Library District  
Board of Trustees Meeting  
August 9, 2021

President John Dittmer called the regular meeting to order at 4:33 p.m. Also present were Donna Tracy, Sherry Wright, J.R. Parn, Sarah Talley and Director Amy Gee. Rebecca Eagan entered the meeting at 4:50. Andy Bastert joined the meeting at 6:15 p.m. via telephone.

Sherry made a motion to approve the minutes of the July 12, 2021, meeting; J.R. seconded and the motion carried.

### Financial Reports

The treasurer's reports were presented, including the July banking summary, account balances, and transaction report.

Amy provided the director's financial reports for July, including the library budget spreadsheet (including a corrected June 2021 report), check list and bank balance reports, cash transaction report, desk fund report, database and circulation report.

### Director's Report

- Amy reported that the summer reading programs concluded on July 29.
- Five used laptops were received from Illini West High School; four of the five will be used (one was non-functional).
- RAILS is offering an online program for succession planning on August 11 for interested trustees.
- The Friends of the Library will meet on August 23<sup>rd</sup>.
- The Foundation met on July 14; as of July the new building fund has received \$302,637.00.
- The Friends of the Library pledged \$5,000 toward the expense of bricks, pavers, and engraving for the building project.
- The official letter/notification from the Office of the Secretary of State and State Librarian of the Public Library Construction Act Grant award in the amount of \$1,258,862.94 has been received.
- Amy will attend the city's annual TIF district meeting; there may be a second meeting to discuss redrawing the TIF district at a later date (recommends a trustee attend).

### Old Business

- Sherry made a motion to increase the library's liability insurance coverage to \$2 million per claim and \$4 million aggregate; J.R. seconded and the motion was approved.
- J.R. made a motion to purchase a crime coverage policy with Ramsey Financial to cover all 7 trustees and the Director rather than personal bond coverage of the Board treasurer; Sherry seconded and the motion was approved.

### New Business

- J.R. made a motion to approve the .02% Building Maintenance Ordinance; Sherry seconded and the motion was approved.
- Amy shared the Annual Financial Report FY 20-21 and report of encumbered funds.
- Amy noted that \$903 of unspent Rural Gateway Grant funds could be transferred to the new building fund and earmarked for the purchase of a portable stove for the new building.
- Sherry made a motion to appoint Holly Fecht as a trustee to fill the vacancy resulting from J.R. Parn's resignation; J.R. seconded and the motion was approved.
- The four architectural firms previously interviewed were discussed.
- Rebecca made a motion to open negotiations with StudioGC of Chicago for architectural services for the construction of the new library building; Sarah seconded the motion and the motion was approved.

J.R. exited the meeting at 5:37 p.m.

Sherry exited the meeting at 5:57 p.m.

Andy exited the meeting at 6:33 p.m.

- Summer hours will end after Labor Day; the library will close at 7:00 p.m.

#### Ongoing Business & Updates

- The transfer of the deed for the new construction site is in process and should be finalized soon.
- The subsurface analysis at the new building construction site has been completed.

Donna made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 6:43 p.m.

Donna Tracy, Secretary