

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

President John Dittmer called the regular meeting to order at 4:34 p.m. Also present were Donna Tracy, Andy Bastert, Sherry Wright and Director Amy Gee. Rebecca Eagan entered the meeting at 4:39. Sarah Talley and J. R. Parn were absent.

Andy made a motion to approve the minutes of the June 14, 2021, meeting; Sherry seconded and the motion carried.

Financial Reports

Andy presented the treasurer's reports, including income/expense comparisons by category, account balances, and the transaction report. He noted that the tax distribution for the new year was received in June but applies to the new fiscal year; therefore, he prepared two income/expense comparison reports to reflect this accurately. He also shared a report of real estate tax collections over the last 10 years and a report of the encumbered real estate tax revenues for the last 5 years.

Amy provided the director's financial reports for June, including the library budget spreadsheet, check list and bank balance reports, cash transaction report, desk fund report, and circulation report. She noted that she is currently working on the annual report which may result in some corrections to the spreadsheet and that the per capita grant will increase by \$956.25. She also distributed a summary report of the last 12 years of receipts, disbursements, circulation totals and electronics usage as well as a monthly summary for 2020-2021 for those same categories.

Director's Report

- Amy reported that J.R. Parn will be moving outside the library district and will therefore be resigning his position as Trustee. A replacement Trustee will need to be appointed to fill his unexpired term.
- The bond sale was completed and the money deposited in the construction project account; a statement was sent to the State Library on June 30, 2021.

Old Business

- Amy reported that the treasurer's surety bond may be replaced by an insurance policy that will cover additional employees as well as the Trustees. She will continue to explore this possibility.

New Business

- Rebecca made a motion to approve the Tentative Budget & Appropriation Ordinance; Sherry seconded and the motion was approved.

- Andy made a motion to approve the Non-resident Card Ordinance with the amount of \$146.00; Rebecca seconded and the motion was approved.
- The Board will interview architectural firms on August 3, 2021, beginning at 2:00 p.m.
- Rebecca and Sherry were appointed to audit the secretary's book.

Ongoing Business & Updates

- Public Library Construction Act Grant: Amy noted that she anticipates receiving a formal award document.
- The Sherrick pledge for the construction fund has been received.
- The transfer of the deed for the new construction site is in process and should be finalized soon.
- The property survey has been completed and soil testing is in progress.

Sherry made a motion to adjourn; Rebecca seconded. The meeting was adjourned at 5:08 p.m.

Donna Tracy, Secretary