

Carthage Public Library District  
Board of Trustees Meeting  
March 8, 2021

President John Dittmer called the regular meeting to order at 4:33 p.m. Also present were Donna Tracy (remotely via Cisco Webex), Sherry Wright, Andy Bastert, and Director Amy Gee. Angie Perry joined the meeting at 4:36 p.m. and Rebecca Eagan entered the meeting at 4:41 p.m. J.R. Parn was absent.

Andy made a motion to approve the minutes of the February 8, 11, and 25, 2021, meetings. Sherry 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. He noted that the transaction report included a minimum wage tax credit of \$300.00 from the Illinois State Treasurer. Andy also reported preliminary calculations should the bond issue not pass and the Board seek alternative funding.

Amy provided the director's financial reports for February, including the library budget spreadsheet, check list and bank balance reports, cash transaction report, desk fund report, circulation report and a revised circulation report for August 2020. She noted the correction of an IMRF rounding discrepancy.

Director's Report

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

- Two staff members are being trained to use the payroll software so they can prepare the payroll when Amy is on vacation.
- A teen court volunteer has been helping in the library.
- A new story walk has been set up in the businesses on the square.
- The annual bookmark design contest is ready for distribution.
- Interested trustees are invited to participate in an on-line forum on May 15. Andy offered to participate.
- A computer has been ordered for the microfilm reader. Amy will list the old reader on-line; if no one wants it, it will be hauled to the recycling drop site.
- The annual patron count will be conducted the week of March 15<sup>th</sup>.
- The Friends of the Library will hold a book sale on March 19<sup>th</sup> and 20<sup>th</sup>.

Old Business

- There will be a public meeting at the First Baptist Church on Tuesday, March 9, 2021, to discuss the plans for the new building and the April bond issue. This will be an official Board meeting so a quorum of members will be needed.

### New Business

- Amy reported that a retiring trustee may continue to stay in the position until a new trustee is appointed to fill the vacancy. Angie indicated she is willing to remain as long as the Board needs her to stay.
- Amy reported that she completed and submitted the required annual library certification report.

### Construction Project & Funding

- Amy reported that the Giving Tuesday donations have been received as well as an additional \$30.00 in matching funds.
- Amy reported donations (including land and room pledge) of \$241,285.00.
- The Citizens Committee plans to put out yard signs supporting the fundraising efforts and to submit weekly letters to the editor of the Hancock County Journal Pilot. There was discussion of the committee sending informational postcards to all 62321 addresses.

Donna made a motion to adjourn; Sherry seconded. The meeting was adjourned at 5:28 p.m.

Donna Tracy, Secretary