

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

President John Dittmer called the regular meeting to order at 4:30 p.m. Also present were Donna Tracy, Andy Bastert, Sherry Wright, Rebecca Eagan, Board Member Emeritus Angie Perry, and Director Amy Gee. Sarah Talley entered at 4:45 p.m. Holly Fecht was absent.

Sherry made a motion to approve the minutes of the October 11 meeting. Rebecca seconded and the motion carried.

Financial Reports

Andy presented the treasurer's report, including the banking summary, account balances, and transaction report.

Amy provided the director's financial reports for October, 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:

- Tori is on maternity leave and plans to return in December.
- No one signed in to the live meet the author program offered via Zoom.
- Current clubs/activities were briefly reviewed.
- A window in the basement needs repaired; Brad Shardon has been contacted to do the necessary repairs.
- There are boxes of materials for disposal waiting for approval from Springfield.
- The Illinois Secretary of State's web address has changed from a .com to a .gov address in order to promote better security.
- The Friends of the Library will be having a gift basket raffle/fundraiser at the Christmas Open House on December 2nd. The Library will serve Chex mix in individual pre-packaged portions (due to Covid).

Committee Reports

- Friends of the Library – Next meeting November 15 at 6:00 p.m.
- Foundation – Current total of donations for the building is \$319,563 (includes land)

Old Business

The proposed Crime Insurance policy from Travelers Casualty and Surety Company of America will need to be requoted in April 2022 as the decision was made that it not be effective until the current policy expires.

New Business

Donna made a motion to approve the 2021 Christmas Bonus Plan as presented; Sherry seconded and the motion was approved.

The Serving our Public 4.0: Standards for Illinois Public Libraries were reviewed as required for the Per Capita Grant due in January.

Rebecca made a motion to approve the Director's narrative for the Per Capita Grant as presented; Sherry seconded and the motion was approved.

Construction Project & Funding

- Andy reported that the transfer of the deed for the new building site is waiting for one final signature.
- Three staff members shared their ideas for the building design.
- Building Committee meeting notes were distributed along with Studio GC Project Notes to date.
- Required signage at the building site was discussed. The sign must indicate that state grant funding will be used for the project. The consensus was that this information could be added to the current sign. Amy will contact Outlaw Ts about the addition to the existing sign.
- Andy made a motion to remove the partition from the community room on the approved plan; Rebecca seconded the motion and the motion was approved.
- Exterior brick and trim options were reviewed and discussed with consensus for the following: Main body = Atlantic Series/Chelsea KT; Accent brick = Manhattan Series/Central Park KT; Dark bronze roof and window/door trim.
- Carpet options were viewed and discussed with a preference for "Amplify" in a gray pattern.
- The next meeting with Darren/Studio GC will be on Tuesday, November 16th.

Sherry made a motion to adjourn; Sarah seconded. The meeting was adjourned at 6:01 p.m.

Donna Tracy, Secretary