

Carthage Public Library District  
Board of Trustees Meeting  
April 11, 2022

President John Dittmer called the regular meeting to order at 4:36 p.m. Also present were Donna Tracy, Andy Bastert, Sarah Talley, Sherry Wright and Director Amy Gee. Rebecca Eagan entered the meeting at 4:45 p.m. Holly Fecht was absent.

Andy made a motion to approve the minutes of the March 14, 2022, meeting. Sherry seconded and the motion carried.

### Financial Reports

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

Amy provided the director's financial reports, 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. Amy noted that she will likely be adjusting certain line items in order to expend per capita grant dollars. She also noted that at approximately 75% of the way through the fiscal year the budget appears to be on target.

### Director's Report

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

- U. S. Cellular is encouraging libraries to apply for grant funding to provide hot spots for patron checkout. After discussion, the Board decided not to pursue this at this time.
- The annual "Design an Ad" contest entry by Logan Shirey was an advertisement for the library; the \$59 fee will be paid to put the ad in the Hancock County Journal Pilot.

### Old Business

- Reminder that the annual Statements of Economic Interests are due at the Hancock County Courthouse on May 2<sup>nd</sup>.
- Reminder to complete the Library Director Evaluation and get it to Donna so that the evaluation can be on the May agenda.

The Friends of the Library will have a regular meeting on April 18<sup>th</sup> and their annual meeting on May 2<sup>nd</sup> (at the Trinity Lutheran Church).

Rebecca will re-convene the fundraising committee now that the weather and Covid restrictions have improved. Possible events discussed were a golf outing, a silent auction, and a cocktail event at the winery.

## New Business

- John read an email from Holly Fecht indicating her resignation from the Board. Board members were asked to share any suggestions for a replacement trustee.
- Amy noted that the Finance Committee needs to meet before the salaries and budget can be established for the next fiscal year.

## Plans for New Building

- Amy noted that the bid process has been delayed and updated the target dates for the process: publication on April 19<sup>th</sup> or 20<sup>th</sup>, pre-bid meeting on April 26<sup>th</sup>, bid opening May 10<sup>th</sup>. The target date for construction to begin is July 5<sup>th</sup>; an official ground-breaking ceremony could be scheduled for late June.
- After a discussion, the Board consensus was that the attorney should review the contractor contract form before it is signed and finalized.
- The use of analog vs. VOIP telephone lines in the new library was discussed with the consensus that analog should be used.
- Amy noted that the 1<sup>st</sup> quarter, 2022, construction grant report is due to the State Library by April 15<sup>th</sup>.
- Amy shared that her research indicates that a 75" television would be an appropriate size for the community room in the new library building.

Rebecca made a motion to adjourn; Sarah seconded. The meeting was adjourned at 5:24 p.m.

Donna Tracy, Secretary