

Carthage Public Library District
Board of Trustees Meeting
February 14, 2022

President John Dittmer called the regular meeting to order at 4:30 p.m. Also present were Donna Tracy, Sherry Wright, Sarah Talley, and Director Amy Gee. Andy Bastert entered the meeting at 4:41 p.m. Holly Fecht joined the meeting via telephone at 4:44 p.m. Rebecca Eagan was absent.

Sarah made a motion to approve the minutes of the January 10, 2022, meeting. Sherry seconded and the motion carried.

Representatives of the Friends of the Library presented a check for the building fund of \$876.00 from their gift basket fundraiser.

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.

Director's Report

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

- The library was closed on February 2nd due to the weather.
- The required property tax exemption forms have been signed and submitted for the library district properties.
- The e-rate proposal for internet service for the new building has been submitted.
- The conversational English language group had 8 attendees including 3 children.
- The *American Library* publication and the *Library Journal* both included the information that our Library District successfully passed a referendum for building a new library.

Old Business

The audit proposal, including fees and schedule, received from Fleer Accounting of Quincy was discussed. Donna made a motion to approve the Fleer Accounting firm's proposal. Sherry seconded the motion and the motion was approved.

New Business

Amy presented an updated Financial Policies and Procedures Policy. Andy made a motion to approve the policy as presented; Sherry seconded and the motion was approved.

Amy presented and discussed options for replacing the current copy machine. Andy made a motion to purchase the Sharp model from CDS in Quincy; Sarah seconded and the motion carried. Amy will ask if there is any trade-in value for the old machine.

The Historical Society is interested in pairing with the library to digitize the Hancock County Journal Pilot issues from July 2014 through December 2021. The cost of approximately \$1000 per year would be shared equally.

Holly left the meeting at 5:17 p.m.

Plans for New Building

Vinyl plank flooring samples for the community room were viewed and discussed. The Mannington Antico Signature Tranquil Grain was selected along with a burnt umber base. The weathered bronze countertop was selected for all countertops throughout the building.

The bedrock floor tile color was selected for the bathroom hallway and all bathroom floors. Ivory tile was selected for the bathroom walls with color accents to be selected later.

Sherry made a motion to adjourn; Sarah seconded. The meeting was adjourned at 5:42 p.m.

Donna Tracy, Secretary