

Carthage Public Library District  
Board of Trustees Meeting  
September 12, 2022

The Budget and Appropriations Hearing was held at 4:00 p.m. with John Dittmer and Amy Gee in attendance. No members of the public attended.

President John Dittmer called the regular meeting to order at 4:32 p.m. Also present were Donna Tracy, Andy Bastert, Sarah Talley, and Director Amy Gee. Rebecca Eagan and Vickie Livingston were absent.

Rose Fisher was sworn in to fill the trustee vacancy left by the resignation of Sherry Wright.

Andy made a motion to approve the minutes of the August 8, 2022, meeting. Sarah seconded and the motion carried.

#### Financial Reports

Andy presented the treasurer's report for July 1 - August 31, 2022, including an income/expense comparison by category, a banking summary and monthly 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 non-functioning air conditioner unit has been removed and replaced.
- Amy will be attending the Association of Rural and Small Libraries conference in Chattanooga, Tennessee.
- The remaining six years of the Hancock County Journal Pilot have been sent to Scanning America to be digitized.

The Friends of the Library will meet on September 19 at 6:00 p.m.

The Library Foundation - no report.

Fundraising Committee - need a volunteer to lead a fundraising committee.

#### Old Business

Amy reviewed the FY 21-22 financial reports and discussed funds to be encumbered. Undesignated funds of \$55,321.19 can be encumbered for and transferred to the Building Fund. Andy made a motion to encumber \$55,321.19 to the building fund; Sarah seconded and the motion was approved.

## New Business

- Donna made a motion to approve the Budget and Appropriation Ordinance as presented; Rose seconded the motion. The motion was approved with a 5/0/2 roll call vote.
- Amy noted a letter received from Auditor Danielle Fleeer, CPA, detailing the requirements, planned scope, and timing of the audit.
- Sherry Wright was removed from the authorized signers for the Fortress Bank Checking Account and Sarah Talley, Rose Fisher, and Vickie Livingston were added as authorized signers. John Dittmer, Andy Bastert, Donna Tracy, and Rebecca Eagan will also remain authorized signers.
- Updating the lease for the Early Beginnings Office was discussed. Andy made a motion to increase the monthly rent from \$100 to \$200 per month effective October 1, 2022. Donna seconded the motion and the motion passed.
- Paperwork for the Consolidated Election on April 4, 2023 was distributed to the trustees who will be up for re-election in 2023. Fifty signatures of registered voters within the Carthage Elementary School District are required to run and forms are due by December 19, 2022.

## Plans for New Building

- Amy shared a draft of a letter to the State Legislators and discussed a potential community letter writing campaign soliciting further legislative assistance to finance the new building.
- Amy also shared a solicitation letter to the Dakota Pipeline Charitable organization.
- Rose and Sarah discussed plans for an elementary school fundraising contest.

Rose made a motion to adjourn; Sarah seconded and the meeting was adjourned at 5:51 p.m.

Donna Tracy, Secretary