

Carthage Public Library District  
Board of Trustees Meeting  
January 09, 2023

President John Dittmer called the regular meeting to order at 4:31 p.m. Also present were Donna Tracy, Andy Bastert, Sarah Talley, Vickie Livingston and Director Amy Gee. Rose Fisher entered at 4:36 p.m. Rebecca Eagan was absent. Trustee Emeritus Angie Perry entered the meeting at 4:43 p.m.

Andy made a motion to approve the minutes of the December 12, 2022, meeting. Sarah seconded and the motion carried.

#### Financial Reports

Andy presented the treasurer's report for November and December of 2022, including the income/expense comparison by category, account balances, and transaction report. He noted a date error in the year-to-date summary report that will be corrected for the January 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. She noted that the Quincy Herald Whig had been paid twice and a refund will be issued.

#### Director's Report

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

- The staff thanked the directors for the holiday bonuses.
- The Early Beginnings program has moved most of their materials out.
- The new credit cards have arrived. She will go online to change the billing date to match our financial statements.
- The regular activities are resuming. Tori plans to add additional activities on the third Saturday of each month.
- The library will have a booth at the February 4<sup>th</sup> Hancock County Family Fair.

#### Committee Reports

- Friends of the Library – The Gift Basket raffle drawing raised \$1735 and a \$50 donation.
- Foundation – No report.

#### Old Business

- Donna made a motion to authorize Amy to submit the Per Capita Grant. Sarah seconded and the motion was approved.
- Andy made a motion to approve the Revised Financial Policies and Procedures as presented. Donna seconded and the motion was approved.
- John is continuing to work on the comptroller's report.

## New Business

- Amy reported that the Public Library Construction Act Grant Quarterly Report is ready to be submitted.
- The Tracy Family Foundation Storytelling Grant of \$4,000.00 requires a match of \$400.00 from the library. Amy shared some ideas and asked for input for the short videos and a longer fund-raising video.

## Plans for New Building

Fundraising ideas were discussed, including:

- Dates for a 5K (Andy will pursue this; Sarah will get a planning checklist; Vickie offered to help with the event) run/walk – possibly October 7 or Thanksgiving Day.
- Possibility of a golf outing in the spring or summer.
- Selling old books and prints. It was suggested that Amy contact other libraries to see how they have handled this and to get names of potential vendors to bid on the items.

5:34 p.m. Andy made a motion to enter executive session. Sarah seconded the motion and the motion was approved.

5:46 p.m. Donna made a motion to adjourn the executive session and return to the regular session. Sarah seconded the motion and the motion was approved.

Andy made a motion to adjourn; Sarah seconded. The meeting was adjourned at 5:47 p.m.

Donna Tracy, Secretary