

Carthage Public Library District  
Board of Trustees Meeting  
July 10th, 2023

President John Dittmer called the regular meeting to order at 4:35pm. Also present were Andy Bastert, Rose Fisher, Vickie Livingston, Ann Thompson, and Director Amy Gee. Rebecca Eagan joined the meeting at 4:43pm. Sarah Talley was absent.

Rose Fisher was sworn into her new term at the start of the meeting.

Rose made a motion to approve the minutes of the June meeting. Ann seconded and the motion carried.

#### Financial Reports

- Andy presented signatory paperwork for all trustees for all bank accounts. Sarah will be invited to stop at Fortress to sign at a later date.
- Andy presented the treasurer reports. Some transactions haven't cleared yet, so the accounts will look slightly different by the end of the fiscal year.
- The 2<sup>nd</sup> report presented needs slight edits:
  - Tax revenue should read \$17,971.91.
  - Updates to building maintenance expenses
- It was noted we can levy less if the maintenance accounts get too large. They do carry over from year to year, and can be carried over to maintenance on the new building in the future.
- There will be an audit for 2022-2023.

#### Director's Report

- Amy presented the monthly financial and patron reports. It was noted that the fiscal year totals are not finalized in Amy's reports either.
- Director's Financial report - The refrigerator was purchased from Homestead. There is an additional Homestead charge for lighting that needed replaced as well.
- The circulation reports include past several years of compiled data. This is helpful for future acquisitions and to highlight what has been popular for interlibrary loan. We tend to request a lot of nonfiction and adult videos.
- The AC is fixed and running normally now.
- The part for the elevator has been ordered.
- Amy discussed the flag and flag pole on the outside of the building. It has gone missing several times this year for various reasons and she is considering not replacing it for now.
- All of the debris and tree limbs have been removed after the intense storm in July.
- Library foundation – could use new members. Currently has 6 (min is 4). They focus on fundraising and advocacy.
- The Decennial committee will meet again October 9<sup>th</sup> at 5:45pm.

#### Agenda Notes

- OMA officer – Rose Fisher volunteered to take this position. It will require OMA training annually with each fiscal year.

- Fundraising Coach – Amy will reach out to Janet to start a plan for our coaching sessions. Will request they're held in person.
- Risk Management policy – Edits from the last meeting were presented. The percentage figures are flexible. Ann motioned we approve the new risk management plan. Rebecca seconded. The motion passed.

### New Business

#### Tentative Budget & Appropriation Schedule

- Ordinance #2023-03 – Finance committee budget
- Details to note – the corporate lines balance appropriately. The construction line is currently over.
- Andy motioned to approve the proposed budget for the next fiscal year. Ann seconded. The motion passed.

#### The FOIA policy

- Amy presented proposed edits to our policy. The entire policy is linked online as well. Rebecca motioned to approve the edits as presented. Rose seconded the motion. The motion passed.

#### Gale Database & Peterson's Test Prep

- Combined cost of \$1660.38. The sales rep offered a discounted price of \$1581.32.
- Renewal is due in mid-September.
- After some discussion about advertising and encouraging these services, it was decided to renew our access.

#### Secretarial Records – Time for the end of year audit of the secretary book.

- 2 trustees that are not the secretary need to read it over before our next meeting.
- Rose & Ann will audit the binder before the August 14<sup>th</sup> meeting.
- The closed session meeting minutes will not be opened at this time. We will revisit in 6 months.

### Construction update

- Quarterly report is due to the State Library
- After 2 emails and a phone call, Amy still has not been able to get any updates from attorney Lisa Petrilli. We had completed a contract with her, but have not been billed for any time yet.
- The next meeting with Darren was discussed. There is currently no additional cost for another meeting. It was thought maybe we need to hold a meeting after the fish fry in Oct?

### Capital Campaign

- Fundraising idea – contact locals from each graduating class to see if a class would like to sponsor a paver or something similar.
- Also looking for an intermediate goal in August. Trying to hold onto the momentum from the last few successful quarterly goals.

Rebecca made a motion to adjourn; Ann seconded. The motion carried and the meeting adjourned at 6:03pm.

- Vickie Livingston