

Carthage Public Library District
Board of Trustees Meeting
November 13, 2023

President John Dittmer called the regular meeting to order at 4:32pm. Also present were Sarah Talley, Rose Fisher, Andy Bastert, Vickie Livingston, and Director Amy Gee. Board member emeritus Angie Perry joined the meeting at 4:36. Rebecca Eagan joined the meeting at 5:03 pm. Ann Thompson was absent.

Rose made a motion to approve the minutes of the August meeting. Andy seconded and the motion carried.

Financial Reports

- Andy provided the financial reports, and went over some of the details.
- He noted the bond was accruing 5%

Director's Report

- Amy presented the monthly director financial and patron reports.
- The patron count from October showed our patron numbers increasing over the last 2 years.
- We're able to close the ^{financial} reports from ^{EV} Nov 22-23. ^f
- Amy noted the janitor lost her husband recently. She sent flowers on behalf of the library.
- Interviews were held for a tech support person.
- The IL Library conference went well. Some good takeaways on programming.
- Everyone should take tickets for the Friends' gift basket drawing. Please bring any money collected to the December meeting.
- The elevator had a brief hiccup recently. The maintenance man looked at it and was able to fix it fairly quickly. We can expect a bill for 200-225 on that. It will be due for inspection soon also.

Virtual Library Tour

- November 16th starting at 10:30 am.
- Expected to last ~30 minutes.
- This is the photo shoot by MWP discussed at Sept meeting.
- We should compile hotspot information, please send suggestions to Amy

New Business

- Foundation – their CD matured. They set up a preferred asset account.
- Holiday Bonuses – Amy provided a table based on how long an individual employee has been with the library. After a brief discussion, Andy made a motion to accept the table of bonuses as they were presented. Sarah seconded the motion and it passed.

Old Business

- The Tracy Family grant report has been filed.
- The Seed Co Grant fell through, we were not selected.
- The Decennial committee is officially finished with their charge for this round.

- Annual Finance Report
 - Formatting should look different for the paper, particularly when it comes to receipts and disbursements.
 - Andy made a motion to approve a transfer of \$56,786.45 to the building fund. Sarah seconded the motion and the motion passed.
 - Andy made a motion to encumber the \$56,786.45. Vickie seconded the motion, and it passed.
- Auditor report
 - Need more checks & balances in reporting the financials.
 - Larger issue – all the finances go through Andy. Recommended that at least 1 other person helps to handle the banking.
 - Andy raised some questions to the board as we try to make those adjustments:
 - Should Andy bring the statements?
 - Should we assign someone to deposits and have them communicate with Andy when they're complete (Andy feels this idea would fix the auditors requirements)
 - Could a trustee handle authorizations instead of Amy? The issue is that Andy is authorized for any transfers (although they're only made by request).
 - Andy will hopefully get answers to some of these questions by the next meeting. Checks are also cumbersome, as we don't require 2 signatories as of right now.
 - How do we handle quicken access?
 - Monthly transfers of \$1500 are sometimes listed as expenses rather than transfers.

Fundraising

- Fish fry raised almost \$4,000.00!! Thank you to everyone for all your hard work.

New Building - Meeting with Darren

- Building currently estimated at \$4.575 million.
- Darren identified 2 areas to save funds outside
 - Change the drop-off lane
 - Total removal of the drop-off lane (\$24-30k)
 - Removing drive through window and relocating the drop-off box could save an additional \$35-40k
 - Consider changing trash screen, landscaping, 2nd door on conference room, decorative trims, etc.
 - Any possible way to get away from the masonry?
 - If we shrink the building by 6" all the way around (83 sq ft) – removes \$15-25k
 - Rose asked about removing the single stall bathroom. Darrin stated it would be more complicated to install the drains, but could save \$30-40k
- Darren commented he would need 2 months or so to get documents ready for bidding
- Amy found some documentation from DECO. If more than 50% of the funds are from them, we have to include the 10% apprentice labor. DECO won't go for us paying all the labor out of other funds, but we can list apprentice labor for certain categories like general labor. Then could get a reduction approved for less. Our project would be less than 50% state funded.

Paid Leave

Part C has a lot of changes, but will also need a quorum vote. The topic is tabled until the next meeting.

Rebecca made a motion to adjourn; Rose seconded. The motion carried and the meeting adjourned at 6:25 pm.

- Vickie Livingston