

Carthage Public Library District  
Board of Trustees Meeting  
May 13th, 2024

President John Dittmer called the regular meeting to order at 4:31 pm. Also present were Ann Thompson, Andy Bastert, Vickie Livingston, Rebecca Eagan, board member emeritus Angie Perry and Director Amy Gee. Sarah Talley was absent.

Rebecca made a motion to approve the minutes of the April meeting. Andy seconded and the motion carried.

Rose Fisher joined the meeting at 4:32 pm.

Financial Reports

- Andy presented his treasurer's report.
- The tax income is behind previous years due to timing of the payments.
- Interest deposits are higher.
- The library budget was normal. Amy did note line 06 (Furnishings & Equipment) was low on expenditures, but it will roll into new building fund.

Director's Report

- Amy presented the monthly director financial and circulation reports.
- Computer usage by young people was up for the month.
- We had a report of a broken basement window. It has been patched with plywood but there are no immediate plans to repair it.
- Also had some gutter problems, but they're not a big deal.
- New computer arrived, and the 2<sup>nd</sup> computer has been ordered.
- Patrick, one of the part time employees, has requested a couple of the old ones. The board approved his request.
- Bobbo Fest is coming up. Please sign up to help man our activity. Raffle tickets are available for anyone to sell. The TTF funds may not be needed as previously thought, so after the festival the board should revisit how to spend those dollars.
- Concert coming up at Methodist church – classical music
- Lots of good summer programs coming up for kids.
- Signage for the building address has been updated to follow new guidelines.

Fundraising – Friends of the Library

- “Christmas in July” trivia night July 2<sup>nd</sup> at the Baptist Church.

Sarah Talley joined the meeting at 4:52 pm.

New Business

Finance Committee:

- Janitor salary for 24-25. Approved 6% increase

- Director salary. After brief discussion of options, Rebecca motioned to approve option E and the working budget as presented. Andy seconded the motion and it passed.
- Friendship Park: Had a request for a semi-permanent photo locale within Friendship Park from the Chamber of Commerce. The idea is a selfie-stop kind of thing, where people could stop and snap photos during events on the square. Amy will check on liability insurance and invite a chamber rep to attend a meeting with us.

#### Old Business

- Firewall update: 3 year software license, with free equipment comes to \$1078.00 (for all 3 years)
- Chrome books: Rails isn't quite ready for our loaning (training, templates, etc). We received 4 machines, The board discussed checkout policy. Decided on 2 weeks, with 1 renewal of 2 weeks. Hoping we'll be able to disable the wi-fi. The fine schedule will be: \$1.00 for each day late, \$300 for lost/stolen/damaged machines, \$25 replacement cord and \$20 replacement case. After a bit of discussion on labeling, it was determined we should explore engraving rather than simple labels. Check-in/out form does include damage reports.
- Director evals have been tabulated. Thanks to Rose for taking care of that for the board. Scores were averaged across 7 people, and resulted in strong positive scores. Copies of the eval results are kept in the library.

#### New Building - Meeting with Darren

- Darren was able to talk with the contractor Andy mentioned at the last meeting. The price point was good, and could save 10-15K
- Darren suggested several areas additional costs could be saved, bringing the estimate to \$4.13 million (the goal had been \$4 million)
- The plan currently avoids changing interior square footage
- Next steps – Could put out for bids again. Darren will write up everything for review, and then we can put out for bid.
- Estimated start date would be March 2025.
- Darren did note that material costs are stabilizing, but some items have some very long lead times. Contractors have been appreciative of that long lead time however, for planning and material acquisition.
- The board should aim to make a decision by the July meeting, to move forward. The board is optimistic, but want to discuss with Andy at the June meeting.

Next board meeting – June 10th

Rose made a motion to adjourn; Rebecca seconded. The motion carried and the meeting adjourned at 6:02 pm.

- Vickie Livingston