

**Carthage Library Board of Trustees**  
**Board Meeting**  
**January 12, 2025**

President John Dittmer called the meeting to order at 4:31 pm. Members present were John Dittmer, Andy Bastert, Ann Thompson, Dean McHugh, Rose Fisher, and Director Amy Gee. A motion to approve the minutes from the December meeting was made by Andy, seconded by Ann, and the motion carried.

**Financial Report**

Financial Reports were presented by Andy with explanations. There was no discussion.

**Circulation Report**

- Circulation numbers remain comparable to the numbers reported a year ago.
- Twelve patrons have signed up for the new eRead IL app. This app replaces Boundless which has been discontinued.

**Librarian's Report**

- There was a good turnout for the Carthage Christmas Open House.
- Marie Reed is being hired as a part-time circulation clerk.
- We will be placing an open bid for cleaning of the new Library building.
- ILP will be presenting a virtual program on January 13th at 7:00pm. The program will be "Bringing History to Life with Jonathan Eig."

**Unfinished Business**

- Bids for snow removal at the new building were presented. A motion made by Rose and seconded by Ann to accept the bid made by Scott Harrison. The motion carried.
- The Per Capita Grant Application was presented. It was determined we should use the new Library's address. Motion was made to accept the application by Andy, seconded by Dean. The motion carried.
- Discussion was held concerning policies for the study and community rooms in the new build. Finalizing policies was tabled until the February meeting.

**New Business**

- It was suggested that the Library retain all emails and provide board members with library email accounts. The use of Google Workspace was discussed with further discussion and decisions tabled until February.
- All library employees as well as board members must complete Sexual Harassment Prevention Training as offered through the State of Illinois.
- Quotes for insurance for the new building will be gathered from Carthage agencies. Amy will seek recommendations on types and amounts for coverage.

**Construction Project**

- Emergency services contract will be \$564/year. A motion made by Rose, seconded by Ann to purchase this contract was made. The motion carried.
- Systems training is being conducted and completed by library employees. The training includes HVAC, sprinklers, fire alarms, lighting, and sliding doors.
- EMERGENCY 21, a service to notify in case of an issue with the buildings is required. We are to provide a list of contacts for this agency to call to assist.
- The Grant Quarterly Report was presented with no corrections.
- Decisions on shelving and furnishings are delayed until we have a virtual meeting with Darrin.
- The cost for four security cameras was presented. A motion made by Andy and seconded by Ann to purchase them and the motion carried.
- It was decided to purchase patron census equipment at a later date.

A motion was made by Andy, seconded by Ann, to adjourn the meeting at 5:45. The motion carried. The next meeting will be on February 9th at 4:30 pm.

Respectfully submitted,  
Rose Fisher  
Secretary  
Carthage Library Board of Trustees.