

Carter Memorial Library
Tour of H.B. Patch Elementary School Library
4:00 P.M.

Library Board Meeting
Monday, January 17, 2022
4:30 p.m.

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:32 p.m. in the H.B. Patch Elementary Library.
2. **Roll:** Those present were Director Julie Stobbe, President Janet Abalan, Nicole Bahn, Tom Ellis, Ann Reise, Stacey Wright, and Barbara Hodgen. Absent; Eileen Cimermanic, and Cindy Ostrander.
3. **Public Comments:** No public comments.
4. **Business**
 - a. **Minutes:** A motion was made by Reise to accept the November 15, 2021 minutes as written. A second was made by Wright. Motion carried.
 - b. **Revenues:** A motion to accept the October 2021 and November 2021 revenues as presented was made by Ellis and seconded by Bahn. Motion carried.
 - c. **Expenditures:** A motion to accept the October 2021 and November 2021 expenditures as written was made by Wright. The motion was seconded by Reise. Motion carried.
5. **Informational Items:**
 - a. **October 2021 Vouchers Payable**
 - No discussion.
 - b. **November 2021 Vouchers Payable**
 - Short discussion including clarification on totals.
 - c. **October 2021 Donations**
 - No contributions for this period were reported.
 - d. **November 2021 Donations**
 - Donations in the amount of \$145.00 were reported for this period.
 - e. **November 2021 Statistics**
 - Curbside is still offered but numbers continue to decline as people return to more in person options.
 - Library traffic continues to show an increase.
 - f. **December 2021 Statistics**
 - Gale course statistics not available for December due to timing of report.
 - Electronic circulation such as overdrive, hoopla, audiobooks, and magazine statistics are all holding steady.
 - g. **ARPA Grant Money**
 - The library Space and Safety Improvement ARPA Grant was awarded with the Carter Memorial Library's share totaling \$3000.00.
 - With staff input, Director Stobbe has ordered one Epson projector, 2 planner computer tables, one office chair, two staff chairs, and three chairs with tablet arms for public use.

h. New Director

- With Director Stobbes intent to retire in December of 2022, the Director provided the board with the following documents:
 1. Hiring Director Timeline
 2. Hiring Resource Directory
 3. Director Job Description and Benefits
 4. Job advertisement
 5. New Director Search
- The board accepted these documents with special thanks to Director Stobbe for her research and time on these.

i. Library Director Evaluation form 2022

- Due to Janet by Friday, February 4, 2022

j. Director Report:

December

- A new representative, Omro resident Noah Cypher, will join the Winnefox Board representing Omro and Winneconne.
- Some juvenile collections were evaluated
- Large print subscriptions with Center Point and Thorndike were renewed.
- Wrapped up the Winter Reading Challenge with 75 readers logging a greater number of minutes than last year's challenge.
- Preparations are being made for the January 22, 2022, board painting activity.

January

- Met the new city administrator, Vicky Fitzgerald.
- Gathering statistics for the DPI yearly report.
- Prepping for January and February storytime
- Working on a Diamond Painting activity set for February 19, 2022.

6. Agenda Items

- Omro's new city administrator, Vicky Fitzgerald will be invited to attend our February meeting.
- The board will finalize the search committee for new Library Director hire.
- Director Stobbe will research and have available to the board a timeline of Princeton's recently finished library building project.
- Other agenda standing items remain the same.

7. Other proceedings: Director Stobbe, with input from Stacey Wright, will create a recap of our visit to the H.B. Patch Elementary Library for future reference.

8. Adjournment: Bahn made a motion to adjourn the meeting. The motion was seconded by Ellis . The motion passed and the meeting was adjourned at 5:58 p.m.

Respectfully submitted,
Barbara Hodgen, Secretary

2022 Board Meeting Schedule

Meetings will be held on the third Monday of each month at 4:30 p.m., with the exception of July and December.

February 21, 2022

March 21, 2022

April 18, 2022

May 16, 2022

June 20, 2022

August 15 2022

September 19, 2022

October 17, 2022

November 21, 2022