

Carter Memorial Library
Library Board Workshop: Expansion
Monday November 12, 2018

Meeting began at 4:35PM in the Alder Room at the Carter Memorial Library.

Attendance: Director Julie Stobbe, Barbara Hodgen, Stacey Wright, Tom Ellis, Nicole Bahn.

Absent: Jim Braasch, Lisa Sharkey, Marge Franzke, Heidi Wahlgren, Erin Calvin.

Minutes: Hodgen motion, Wright 2nd to accept the minutes of the October 22, 2018 Expansion meeting as received. Motion passed unanimously.

Discussion on Job Description: 4 changes were made.

In summary;

*The PR Coordinator will work with the Carter Memorial Library ~~Friends~~ Fundraising Group to develop and implement fundraising strategies and seek out grant and donation that would include expansion fundraising.

In Qualifications:

*Must have a valid driver's license ~~with acceptable driving, a certificate of coverage or insurability form~~
~~personal auto insurer must be provided~~

In Knowledge, Skills and Abilities;

*~~Above average~~ Advanced technological skills including social media

*Working knowledge of media production, communication and dissemination techniques ~~including social media~~

There was some discussion on having the applicants submit a resume. The final applicants, to be interviewed, will then fill out the City of Omro's Job Application. Only the applicants who will be interviewed should fill out the job application.

Questions were added when interviewing:

Have you done any public speaking?

How comfortable do you feel with fundraising, and grant writing? What kind of fundraising have you done? Grant writing?

More questions may come up as we see applications.

Hodgen and Stobbe will get together in the next week and work on filling out the on-line forms to post the Public Relations Coordinator Position. An up-dated list of schools was discussed.

Adjournment: Bahn motioned, Wright 2nd to adjourn. Motion passed unanimously. Adjournment at 5:50PM.

Respectfully submitted

Julie Stobbe

2018 / 2019 Board Meeting Schedule:

Meetings will be held on the third Monday of the month at 4:30 p.m.

November 19, 2018

December 17, 2018

January 21, 2019 Board – Director Goals

February 18, 2019 – Evaluation of Director

March 18, 2019 – Open House Planning

April 15, 2019

May 20, 2019 – Reorganize Board

June 17, 2019

July 15, 2019

August 19, 2019

September 16, 2019

October 21, 2019