

Carter Memorial Library Board

Monday February 18, 2019

4:30 PM

1. Call to Order President Lisa Sharkey called the meeting to order at 4:30 PM in the Alder Room at the Carter Memorial Library.

2. Roll: Director Julie Stobbe, Lisa Sharkey, Marge Franzke, Barbara Hodgen, Stacey Wright, Tom Ellis, Jim Braasch. Absent Nicole Bahn. Guest: Becky Sell, Carter Memorial Library public relations coordinator.

Director Stobbe requested to amend the agenda to move item "Business e. Introduce Public Relations Coordinator" to the top of the agenda. Jim Braasch motion, Tom Ellis 2nd to place the introduction of Becky Sell as the public relations coordinator as the first thing on the agenda. Motion passed unanimously.

3. Business

e. Introduce Public Relations Coordinator Rebekah Sell: Director Stobbe introduced Becky Sell and they discussed some of their goals such as: a brochure for new patrons, developing contacts within the city, re-connecting with community contacts as well as organizations in town, and helping with the library strategic plans. Becky will attend some community meetings to promote what the library has to offer and will speak through personal experience. Becky will also consider grant writing. Each board member introduced themselves. Lisa Sharkey listed some goals for Becky's position that previously had been decided on which include: **1)** Activate membership and engage a different section of the population, looking for people to donate a financial gift or a gift of their time and talents. An annual newsletter should be put together and sent to the members. It was agreed that the PR person has to work with the existing Friends of the Library group as a partnership. **2)** Marketing the library should involve postings in a variety of media. Some of the marketing is already being done by Winnefox, Stobbe will check to see if the library can independently post items using Face book, websites, and other media. **3)** The PR person needs to be visible and be involved in the community functions as well as the library open house, literacy night, and other outreaches that Director Stobbe currently is involved in, they would work as a team.

It was also suggested that there should be a monthly update from Becky.

a. Minutes: The following changes were noted in the January 21, 2019 regular board meeting minutes:

1) c. Revenues section, strike the part that reads:

"Also, it was noted that the fund type for the "Rent Payments & Interest" has changed and there is now the option of moving that money to the Oshkosh Foundation account."

A money transfer had already been approved in August for this account. Stacey Wright motioned, Barbara Hodgen second to strike the sentence from the January 21, 2019 minutes. Motion passed unanimously.

2) f. Library goals section, add "Lisa Sharkey would be the backup person or an additional person at the strategic planning workshop." Tom Ellis motion, Jim Braasch second to accept the minutes of January 21, 2019 with the changes. Motion passed unanimously.

b. Revenues December 2018: Excerpt taken from the August 20, 2018 minutes: Heidi Wahlgren motioned, Nicole Bahn 2nd to move all but \$5,000 from the Rental Property balance #833482115111, to the Oshkosh Foundation endowment fund. Discussion none. Motion passed unanimously.

Heidi Wahlgren motioned, Barbara Hodgen 2nd to take the Future Capital Expenditure fund # 101581405110 balance and move it to the new Oshkosh Foundation endowment fund. Discussion centered on the progress that has been made so far in the expansion project. Motion passed unanimously.

The money in the above named accounts has not yet been transferred to the Oshkosh Foundation endowment fund; the original board authorization statement from August 20, 2018 is listed again in these minutes in order to facilitate movement of this money. Stacey Wright asked Director Stobbe if it would be possible to include a statement of foundation balances and foundation activity in our monthly meeting agenda packet. The importance of recognizing donations was noted. Jim Braasch reported that there is still interest in city hall merging with the library. Revenues for January 2019 were not available. Jim Braasch motion Stacey Wright second to approve revenues as presented. Motion passed unanimously.

c. Expenditures December 2018: Tom Ellis motion Barbara Hodgen second to approve expenditures as presented. January 2019 expenditures were not available. Motion passed unanimously.

d. Small public library strategic planning workshop update: The cost of this workshop will be shared with Winnefox, Omro library portion is approximately \$934, Winnefox will pay that amount as well as mileage. The date and location of the workshop has not yet been finalized. Director Stobbe will ask a friends member to attend when the specifics have been finalized.

f. Open house discussion: Rather than spend more time at a regular board meeting for open house planning, it was decided that a special meeting will be held on Monday February 25th at 4:30 PM. Board should come with ideas and possible dates to consider for the open house. The city has the annual Easter Egg hunt on Saturday April 13th from 9-12.

4. Informational items

a. Statistics: A report was presented by Stobbe, which documented meeting room usage, program offerings, proctoring, and general library operations statistics for January 2019, there were no questions.

b. Director Report: 1) There are two people who are interested in being considered for the open board member position. 2) The two new computers have arrived. The tech person suggested that the computers be used at the check out desk and for Director Stobbe's office instead of being available for patrons to use. 3) The annual report is almost finished but because of some glitches in number accuracy, Director Stobbe will wait for more confirmation before proceeding and finishing the report. 4) Stobbe and Joan Fraleigh have been participating in some webinars. 5) The children's area has been re-done and Stobbe will continue to make changes in that area. Stobbe took part in an informational grant writing opportunity and purchased a book "Foundation in Wisconsin" which might be helpful in applying for grants. 6) There were a few snow days and early closures as a result of the storms, plowing and safety of staff was of utmost importance.

5. Closed session: Library Director 2019-2020 Goal Review: Pursuant to Section 19.85(1)c of the Wisconsin State Statutes in order to conduct review and establish Library Director 2019-2020 goals. Jim Braasch motion Stacey Wright second to enter closed session at 5:43 PM. Motion passed unanimously.

Jim Braasch motion Barbara Hodgen second to reconvene to the regular meeting, coming out of closed session at 6:25 PM. Motion passed unanimously.

Marge Franzke requested that Closed Session for evaluation of the Library Director be added to the March 18, 2019 agenda.

6. Adjournment: Tom Ellis motion, Barbara Hodgen 2nd to adjourn. Motion passed unanimously. Adjournment at 6:27 P.M.

Respectfully submitted
Marge Franzke, secretary

2019 Board Meeting Schedule :

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

February 25, 2019 - Open House Planning / sub committee

March 18, 2019 Library Director evaluation

April 15, 2019

May 20, 2019 – Reorganize Board

June 17, 2019

July 15, 2019

August 19, 2019

September 16, 2019

October 21, 2019

November 18, 2019

December 16, 2019