

**Carter Memorial Library**  
**Library Board Meeting**  
**Monday, April 20, 2020**  
**4:30 PM**

1. **Call to Order:** President Marge Franzke called the meeting to order at 4:30 p.m. via a Zoom Video Conference.
  
2. **Roll:** Those present were Director Julie Stobbe, President Marge Franzke, Stacey Wright, Tom Ellis, Ann Reise, Janet Abalan, Nicole Bahn, Jim Braasch, and Barbara Hodgen.
  
3. **Public Comments:** No public comments.
  
4. **Business**
  - a. **Minutes:** Ellis made a motion to approve the minutes of the February 17 board meeting. Braasch seconded. Motion passed.
  - b. **Vouchers Payable:** There was a brief discussion on both the January and February vouchers.
    - The Board expressed appreciation for the new voucher format from Director Stobbe.
    - President Franzke noted that in the past, approval for the vouchers did not need a formal motion, as it is informational only.
  - c. **Revenues:** Both the January and February revenue sheets were discussed and reviewed separately.
    - A motion was made by Hodgen to accept both January and February revenue sheets and seconded by Ellis. Motion passed.
  - d. **Expenditures:** Both January and February expenditures were discussed and reviewed.
    - A few questions were generated over the additional expenses due to the renovation of the 431 E. Huron property to ready it for the rental market. It was noted that updates were made on both rentals in terms of smoke alarms and carbon monoxide detectors. Rental payments from both rentals are up to date.
    - A question was asked and answered by Director Stobbe that library staff is still able to take part in webinars that have been offered by the library system. Staff have found them particularly helpful during the physical closing of the library. Some Webinars have informed staff of what is available from the library for the public via technology.
    - A motion by Braasch was made to accept both January and February expenditures. It was seconded by Wright and the motion passed.
  - e. **Disaster Policy:**
    - Director Stobbe shared and explained a draft of a disaster policy for the Carter Memorial Library due to Epidemics & Other Disasters. This was put in place during the current pandemic. Director Stobbe worked on guidelines with approval from President Franzke and in line with the Emergency Declaration from Omro City Mayor Larry Wright. Director Stobbe felt that a written document should exist for any future disasters.

- A motion was made by Ellis to accept the draft of the Epidemics and Other Disasters. The motion was seconded by Braasch. Motion was passed.
- The possibility of a Knox Box installed at the library was discussed. Braasch will look into more information on that possibility.
- Director Stobbe also explained plans in place which follow Governor Evers guidelines to reopen some aspects of the library in the near future. It was of interest to note that all library materials coming in or going out of the library have a 48 hour quarantine procedure for the staff and public's safety. The Carter Memorial Library will be in line with other medium sized libraries in the Winnefox System for a soft opening.

5. **Informational Items:**

- House Repairs:** The board reviewed the repairs that were made on the 431 E. Huron property. The Board is satisfied with the repairs that have been done.
- Statistics.** Director Stobbe explained that statistics will look very different in the coming months due to the closing of the physical building and the many additional programs now being offered through the library via technology, ie. Hoopla, Language Classes, Ancestry from home.
  - A proposal by Winnebago County is being worked on for area library requests due to the pandemic.
  - Library staff have been able to continue working from the building and/or from home on special projects. They are also looking into the future as to how the library will look to accommodate patrons following the pandemic.
  - The library board extended their gratitude to the director and staff for their continued service to meet the literacy needs of the Omro community at this unprecedented time.
- Donations:** January and February donations were reported.
- Director's Report:**
  - Director Stobbe pointed out the various programs that had to be cancelled due to the pandemic. As of March 13, all meetings and programs were postponed or cancelled.
  - As of March 16, Winnefox stopped all deliveries, suspended all holds, and extended all due dates until April 6 and then later to April 30.
  - The Carter Memorial Library was closed on March 17 with curbside delivery offered.
  - On March 24, with Governor Evers shelter in place order in effect, curbside delivery was discontinued.
  - A CD at Verve Credit Union in Oshkosh was established for 18 months at 1.25% just before bank lobbies shut down.
  - As previously noted, all library employees have been able to work with precautions in place or work from home options.
  - A curbside soft opening date has been set for Friday, April 24.

## 6. Agenda Items

- The same agenda items will appear on the May agenda with the addition of fine free libraries, depending on the state of affairs at that time.
- Board members were asked to prepare for the May meeting by considering names of Omro residents who would be candidates to join the board. President Franzke also asked board members to consider taking a position on the board as Franzke and her husband plan to move from the Omro community and her Presidency will be expiring at the next scheduled meeting in May.
- The board expressed appreciation for President Franzke's contributions to the library in her varying roles over the last 9 ½ years.

8.. **Adjournment:** Abalan made a motion to adjourn the meeting. The motion was seconded by Ellis. The motion passed and the meeting was adjourned at 5:15 p.m.

Respectfully submitted,  
Barbara Hodgen, secretary

## **2020 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.

May 18, 2020 (Reorganize Board)

June 15, 2020 (Strategic Plan Up-date)

August 17, 2020 (Preliminary Budget)

September 21, 2020

October 19, 2020

November 16, 2020