

**Carter Memorial Library
Library Board Meeting
Monday, January 18, 2021
4:30 p.m.**

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:36 p.m. via a Zoom Video Conference.

2. **Roll:** Those present were Director Julie Stobbe, President Janet Abalan, Nicole Bahn, Eileen Cimermancic, Tom Ellis, Cindy Ostrander, Stacey Wright, Ann Reise, and Barbara Hodgen.

3. **Public Comments:** No public comments.

4. **Business**

- a. **Minutes:** Ellis made a motion to approve the minutes as written from the November 16, 2020, board meeting. Ostrander seconded and the motion passed.
- b. **Revenues:** A motion was made by Ostrander to approve the October 2020 and November 2020 revenues as received. The motion was seconded by Cimermancic. Motion passed.
- c. **Expenditures:** A motion was made by Ostrander to approve October 2020 and November 2020 expenditures. The motion was seconded by Ellis. Motion carried.

5. **New Business:**

- a. Review of Strategic Plan. Director Stobbe presented a review of the Carter Memorial Library Strategic Plan goal by goal.

Goal 1: Space

- Opened up space between magazines and DVD cases.
- Created beginner chapter book collection.
- Established curbside pickup.
- Replaced entry rugs.
- Painted bookends and a window.
- Fixed front door. The entryway door and side doors were repainted.
- New rug in the "Children's" area
- A staff member created a pamphlet of information on the library's offerings and needs based on the survey and strategic plan.
- Due to COVID, there was limited access to the hired engineer in 2020 working on future plans.

Goal 2: Improve services and access.

- Staff evaluated all library holdings for usefulness and value to patrons.
- Registered users.
- Online program now makes it possible to register for a temporary library card remotely.
- The Fine Free library was established.

- Tot Time was a program established in January for toddlers and parents. Due to COVID, Tot Time was shut down in March with plans to restart once the environment allows.
- Dr. Seuss reading challenge in March using BeanStack with 186 readers.
- Winter reading using BeanStack with 93 readers.
- Initiated the use of Hoopla in April.
- Set up "Papercut" a mobile printing program.
- Restructured summer reading program with Beanstalk.
- Publicized Gale courses which have been very successful.

Goal 3: Marketing and Community Engagement

- Displayed poster at Town of Rushford Town Hall for Tot Time.
- Attended Future Omro Partnership Drive.
- Participated in Literacy Night at school.
- Involved in STEAM night at school (cancelled due to COVID).
- Invited Future Omro to the library during National Library Week (cancelled due to COVID).
- Involved in military card making through American Legion Auxiliary Monthly.
- Partnered with League of Women Voters.
- "A Moment in Time" was added to the list of monthly book rotations.
- Newsletters were distributed via email.
- Omro Herald bi-monthly articles were published.
- Banner was created and displayed to promote curbside pickup.

Goal 4: Building the Future of the Library

- Library board minutes and Friends minutes posted on the website.
- Funding increases to the Oshkosh Foundation were reported through donations and from Friends of the Library.

- b. **Amend September 21, 2020, minutes.** A motion was made to accept the amended minutes, by Bahn. Ostrander seconded. The motion passed.

6. Informational Items:

a. October 2020 Vouchers Payable

No discussion.

b. November 2020 Vouchers Payable

No discussion

c. October/November Donations

October donations were \$1000.00.

November donations were \$10.00.

d./e. November/December statistics

- Stobbe pointed out that Gale courses participation and completion have gone up.
- Circulation is down due to COVID, but doing quite well with curbside pickup, electronic circulation, bag of books incentive, and curbside crafts. Kudos to Director Stobbe and

the Omro Staff for these innovations. Patron browsing has shown an uptick with patrons very cooperative with COVID restrictions in place.

- Faxing and copying are also showing an increase in use.

f. Director Evaluation. Evaluations were included in board material and requested to be returned to President Abalan by February 5 either via US postal service or electronic document.

g. Director's Report:

- Staff have been taking vacation time during the month of December.
- Director Stobbe has been working on changes on the 2020 Library State Report.
- Renters are current on all fees.
- Director Stobbe placed her last material order for the year.
- Staff is preparing crafts for the next couple of months.
- Burnt out lights in the library will be replaced by the city's public works director.
- Director Stobbe and her staff are setting up a March reading challenge.
- Director Stobbe has reached out to the Omro Pharmacy for information on vaccinating the Omro Library Staff.

7. **Agenda Items:**

Closed session for purposes of the director's evaluation will be added to the February agenda.

8. **Adjournment:** Ostrander made a motion to adjourn the meeting. The motion was seconded by Bahn. The motion passed and the meeting was adjourned at 5:12 p.m.

Respectfully submitted,
Barbara Hodgen, secretary

2020 - 2021 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 15, 2021

March 15, 2021

April 19, 2021

May 17, 2021

June 21, 2021

August 16, 2021

September 20, 2021

October 18, 2021

November 15, 2021