

Carter Memorial Library Board

Monday, October 21, 2019

4:30 PM

1. **Call to Order:** President Marge Franzke called the meeting to order at 4:30 p.m. in the Carter Memorial Library Alder Room.

2. **Roll:** Those present were Director Julie Stobbe, President Marge Franzke, Barbara Hodgen, Stacey Wright, Tom Ellis, Jim Braasch, Lisa Sharkey, and Nicole Bahn. Ann Reise absent.

3. **Public Comments:**

There were no visitors and thus no comments.

4. **Business**

a. **Minutes:** A correction was made on page 3 to correct employees wages. Decker wages should read \$11.12 and Santana wages should be added as \$11.02. A motion was made by Sharkey and seconded by Ellis to accept the minutes with the noted corrections. Motion passed.

b. **Revenues:**

There was a brief discussion on the August revenues.

- It was explained that next month's revenue report will show the movement of \$15,000.00 from the future capital expenditure category to the Oshkosh Foundation per September's meeting.
- It was brought up that Library rent in the revenue excess column should be printed in black, not red ink.
- The history of the CD shown due on 6/20/2019 was asked to be changed showing that the CD is now held by VERVE, Credit Union.
- Braasch motioned for the August revenue report to be accepted as amended. Wright seconded. Motion passed.

c. **Expenditures:**

There was no discussion on expenditures. A motion was made by Bahn to accept the expenditures with a second by Sharkey. Motion carried.

d. **Up-date on 431 E. Huron St. rental property**

The board was informed that one person went through the rental property to provide an estimate on costs for repairs, but he has not yet reported back to Director Stobbe. Two more handypersons have been contacted to also provide a cost estimate on the property, with a possible third person added. There was some deliberation as to whether rent could be adjusted if a future renter did their own painting. This was due to an inquiry by an interested party to this effect. The library board expressed their opinion to stay away from this type of arrangement. This position was agreed upon. According to board directive, Director Stobbe

will assess the cost estimates and proceed to the next step of hiring a handyperson and getting the work done by this professional.

e. **“Foods for Fine”**

Director Stobbe explained the “Food for Fines” program that the library has implemented for the last couple of years. It was noted by several board members that the local food pantry is currently down in donations. It was expressed that the library might consider the fine forgiveness for more than a week this year to facilitate more donations. It was suggested that “Food for Fines” would include the last week in November, 25-30, and the first week in December, 1-7. Members of the board support the library’s efforts in this area. A motion to accept the “Food for Fines” with the extended time was made by Wright and seconded by Braasch. Motion approved.

5. **Informational Items:**

a. **Winneconne joint library up-date.**

Director Stobbe reported that the Winneconne Library’s consideration of a joint City and County library is currently on hold due to too many variables at present.

b. **Up-date on Winnefox, Owls and Nfls merge**

Members referred to a Winnefox Library System Memorandum from Jeff Gilderson-Duwe. At this point in time, the single ILS platform is on hold due to a difference in philosophies of service and processes of deliberation and decision-making.

c. **Estimates on new chairs and tables.**

Director Stobbe supplied the board with two quotes on new tables and chairs for library use along with a sample of a chair. In addition to these quotes, she will check with Badger State Industries (BSI) for furniture options and quotes. It was noted by board members that BSI tends to be cheaper than private companies with profits going back to taxpayers. This expenditure if approved would come out of the library’s funds with possible help from the library’s Friends group.

d. **Statistics.**

- September statistics were noted with no discussion.
- Julie updated the budgeting expense report from the last meeting at the request of Marge. No approval needed, simply an update.

e. **August Donations**

No donations to report.

f. **Director Report**

- Director Stobbe received a request from the city to see how much the library would contribute to a consultant for building purposes of the police station, city hall and library. This will be moved to the November agenda for consideration.
- Becky Sell’s promoted the library by presenting to the Women’s Service League on October 1.

- Although the weather was cold and windy, the library was represented at the Oktoberfest on October 12. A suggestion Director Stobbe will be making next year is that the Library's table be in Stearns park.
- Director Stobbe attended a Winnebago directors meeting on October 17.
- A speaker from the State Historical Society, Bob Rettammel, came on October 19 to speak to the public on Ancestry. The presentation was well received.
- A second speaker from the Society will be speaking on Historical Architect on November 9.
- Director Stobbe will be attending a Winnefox directors meeting October 29.
- Wisconsin Public Television will be filming Louis Clarks launch of his new book, *Rebel Poet*, on November 7, at the library.
- The Strategic Planning Committee has concluded their work and will soon be sharing the plan.
- Joan Fraleigh, Wendy Decker, and Susan Santana attended a Workforce Development workshop for tips to help people find jobs as the Wisconsin Job Center is cutting back resources.
- The link for Friends meeting times is now on the library website.
- DIY day is planned at the library for November 23.

6. Agenda Items

The same agenda items will be on the November agenda in addition to the consultant fee contribution and an update on the 431 E. Huron St. rental property.

7. **Adjournment:** Wright made a motion to adjourn the meeting. The motion was seconded by Braasch. The motion passed and the meeting was adjourned at 5:41 p.m.

Respectfully submitted,
Barbara Hodgen, secretary

2019 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.

October 21, 2019

November 18, 2019

January 20, 2020 (Director Goals)

February 17, 2020 (Evaluation of Director)

March 16, 2020 (Open House Planning)

April 20, 2020

May 18, 2020 (Reorganize Board)

June 15, 2020

August 17, 2020 (Preliminary Budget)

September 21, 2020

October 19, 2020

November 16, 2020