

**Carter Memorial Library  
Library Board Meeting  
Monday, August 17, 2020  
4:30 p.m.**

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:31 p.m. via a Zoom Video Conference.
  
2. **Roll:** Those present were Director Julie Stobbe, President Janet Abalan, Stacey Wright, Tom Ellis, Ann Reise, Nicole Bahn, Cindy Ostrander, Eileen Cimermancic, and Barbara Hodgen.
  
3. **Public Comments:** No public comments.
  
4. **Business**
  - a. **Minutes:** Bahn made a motion to approve the minutes from the June 2020, board meeting. Ostrander seconded and the motion passed.
  
  - b. **Revenues:** A motion was made by Ostrander to approve the May 2020 revenues as written. The motion was seconded by Ellis. Motion passed.
  
  - c. **Expenditures:** A motion was made by Wright to approve the May 2020 expenditures with minor corrections. The motion was seconded by Hodgen. Motion passed.
  
  - d. **Revenues:** A motion was made by Hodgen to approve the June 2020 revenues as written. Ostrander seconded the motion and the motion passed.
  
  - e. **Expenditures:** A motion was made by Ellis to approve the June 2020 expenditures as written. The motion was seconded by Wright and passed.
  
5. **New Business:**
  - a. **2021 Library Budget Proposal**
    - Director Stobbe updated the proposed budget for 2021.
    - Director Stobbe also reported to the board on the current status of McMahon Engineers and Architects out of Neenah, on future building/remodeling plans from them. Director Stobbe was able to meet with the consultant and view concept drawings and had the opportunity to clarify library needs.

**b. Phase III reopening.** Director Stobbe informed the board of the newest developments in the library reopening in response to the current COVID pandemic.

- Beginning August 20, the library will be open to patrons by appointment to browse the library collection in addition to the current appointment model for computer use, fax, photocopy and curbside pickup.
- Browsing appointments will be available for twenty-minute sessions per library patron.
- One browsing appointment will be scheduled at a time.
- A ten-person total occupancy including employees, will be enforced by library staff.
- Parents will be discouraged from bringing small children into the library.
- Patrons will be asked to follow three guidelines to access library stacks and/or computers.
  1. Wear a mask.
  2. Sanitize your hands upon entering and as needed throughout the visit.
  3. Be conscientious of social distancing guidelines in place.
- Patrons are asked to call to schedule appointments in advance with one appointment at a time. These scheduled appointments take precedence over drop ins.
- Director Stobbe also shared suggested hours for public use which would differ from staff hours to allow for efficient, manageable, and safe library operation.

Director Stobbe asked for board approval for the above phase three actions. A motion was made by Wright and seconded by Ellis. Motion passed.

**6. Informational Items:**

**a. May 2020 Vouchers Payable**

- No discussion.

**b. June 2020 Vouchers Payable**

- No discussion

**c. May, June July Donations**

- There were no May or July donations but with board gratitude, Director Stobbe was able to report on June gifts.

**d. June statistics**

- Deliveries within Winnefox resumed
- Curbside pickups nearly doubled and phone calls nearly tripled.

**e. July statistics**

- Increases seen in audiobooks and OverDrive Ebook usage as well as Ancestry usage.

**f. Director's Report:**

- The online summer reading program is going well. Of special note was the increase reported for teen usage of this program, along with encouraging numbers for children and adults.
- A repair on the door for the 431 E. Huron Street rental property is being taken care of by property manager, Corey Anderson.
- Repair of the library front entry door is being referred to Grabner Glass of Oshkosh. Grabner Glass has plans in place to repair rather than replace the door at significant savings.

- Director Stobbe attended the Winnebago County Library Board meeting for next year's funding proposal. The Winnebago Library Board also has indicated possible intern funding for Winnebago's library with the intent of transferring some of the library's more "unusual" items to electronic reference form.
- Trustee training opportunities were shared with the board for Trustee Training week, beginning August 24.
- The publication, "2020 Highlights Winnebago County Libraries" was shared with the board.

7. **Agenda Items**

- Agenda items for September will remain the same.

8. **Adjournment:** Ostrander made a motion to adjourn the meeting. The motion was seconded by Cimermanic. The motion passed and the meeting was adjourned at 5:36 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.

September 21, 2020

October 19, 2020

November 16, 2020