

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

1. **Call to Order:** Vice President Stacey Wright called the meeting to order at 4:32 p.m. in the Carter Memorial Library Alder Room.

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

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

4. **Business**
 - a. **Minutes:** A motion was made by Ellis to accept the September 20, 2021 minutes as written. A second was made by Reise. Motion carried.
 - b. **Revenues:** A motion was made by Cimermancic to accept the August 2021 revenues as written. The motion was seconded by Ostrander. Motion carried. The Verve Credit Union CD due in September was cashed out and placed into checking. It will be combined with the Verve Credit Union CD due in October. Treasurer Bahn will work with Director Stobbe to place the combined amount into a new CD. The term and rate will be reported at the November meeting.
 - c. **Expenditures:** A motion to accept the August 2021 expenditures was tabled until the November meeting for a correction in the collection enrichment line item by Director Stobbe.
 - d. **Tree removal estimates:** A motion was made by Bahn to accept the bid by Nate's Tree Care, Inc., using funds from Future Capital Expenditures, in the amount of \$6,300.00. The motion was seconded by Cimermancic. The motion carried.

5. **Informational Items:**
 - a. **August 2021 Vouchers Payable**
 - No discussion.
 - b. **August 2021 Donations**
 - An anonymous donation was received in the amount of \$1,000.00.
 - c. **September Statistics**
 - A nice increase in juvenile circulation statistics and Hoopla electronic circulation was noted. Director Stobbe also shared patron's favorable comments on the 6:00 closing rather than the previous 5:00 closing time. Curbside pickup numbers have dropped off as expected with the library fully opened. This service however is still available upon request.
 - d. **Strategic plan update:**
 - Restructured hours on Monday through Thursday from 9 a.m. to 6 p.m.
 - Nine Steam kits for pre k - 4th grade added to the collection.
 - Wonderbooks added to the collection.

- 525 take home craft kits have been picked up as of September, 2021.
- Tot time added.
- March Madness, Summer Reading programs, and Winter Reading planned using Bean Stack.
- Niche Academy was added to aid in Website use.
- Increased Hoopla funding.
- All interior lights changed to LED.
- Exterior of the library repainted.
- Bids for removal of three cottonwood trees procured.
- Developed building assessment and review with McMahan engineers/architects of current library and City buildings with master plan drawn up and estimated cost for future library on present site.
- Participated in Omro school literacy night virtually.
- Developed three Story Walks set up during the summer Farmer's Market.
- Attended Winnebago County Fair to promote library services.
- Participated in Omro's Oktoberfest to promote library services.
- Welcomed home school families into the library to work.
- 4-H group displayed Fair items in the library.
- Posted new Library hours at Town Hall.
- E-newsletters continue to be circulated.
- News articles continue to be submitted to Omro Herald.
- Library news is submitted and published in the City Newsletter.
- Library promoted in the City of Omro Visitors guide.

e. Trustee essential summary:

- Director Stobbe provided web sites to Trustee members for continuing education.

f. COVID updates:

- Masks are provided for patrons that desire them.
- Hand sanitizer is available for patrons.
- Library staff maintain limits on how many people can be in the community room.
- Continued efforts are made to assure the library is available and safe to patrons.

g. Dates for 2022 Board meetings: Listed below

h. Director Report:

- Director Stobbe informed the board of the delinquent water bill regarding the rental at 431 E. Huron. Following discussion, a motion was made by Ostrander to send a registered letter, as well as regular mail and personal delivery by property manager, to the current renter that all delinquent and current water bills need to be paid by December 31, 2021, or renter will need to vacate the premises by January 15, 2022. The

motion was seconded by Bahn who will work with the director on this. The motion passed.

- In addition to items included in the strategic plan update, Director Stobbe reported getting book orders together, attending Webinars in regard to ARPA funds that Winnefox will be receiving, opened the library early for two days to accommodate Witzke Electric installation of LED lights, worked with Focus on Energy in filling out a form to receive a rebate on LED bulbs, and finally reported that Lisa Baltes' relief printmaking was well attended and enjoyed by those present.

6. **Agenda Items**

- Agenda items for the November board meeting will include followup on 431 E. Huron renter situation, August 2021 expenditures approval, as well as standing items.

7. **Adjournment:** Ostrander made a motion to adjourn the meeting. The motion was seconded by Ellis. The motion passed and the meeting was adjourned at 5:51 p.m.

Respectfully submitted,
Barbara Hodgen, Secretary

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.

November 15, 2021

2022 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.

January 17, 2022

February 21, 2022

March 21, 2022

April 18, 2022

May 16, 2022

June 20, 2022

August 15, 2022

September 19, 2022

October 17, 2022

November 21, 2022