

## Carter Memorial Library Board

Monday October 15, 2018

4:30 PM

**1. Call to Order** President Lisa Sharkey called the meeting to order at 4:30 PM in the Alder Room at the Carter Memorial Library.

**2. Roll:** Director Julie Stobbe, Lisa Sharkey, Tom Ellis, Marge Franzke, Barbara Hodgen, Stacey Wright, Jim Braasch (late). Heidi Wahlgren, Nicole Bahn absent and Linda Kutchenriter, City Administrator.

### **3. Business**

**a. Library Fund:** City Administrator Linda Kutchenriter attended the meeting at the board request and answered questions regarding the benefits of having a separate, independent account for library funds. The library budgeted items are currently in the city general fund along with the police department and other city entities. Other city accounts that are independent of the general fund are the cemetery, BID, TIF, Pomerening, King, Water and Sewer, and debt accounts. If a separate account were established, any money that is in the account would remain in the account if expenses do not amount to as much as the budgeted amount. An independent account would eliminate the carryover account that currently has a balance of unused budgeted money. Currently, the city invests the budgeted money and any interest on the investments is kept in an account and not distributed to accounts in the general account, if the library would have it's own account, any interest earned would be kept in the library account. Kutchenriter said that if the board wants to change the status of the library account, January 1<sup>st</sup> would be a good time to do the transfer with all transactions being accounted for by March. Approval of this change could be via a board vote.

Kutchenriter also explained the need for a consultant if city hall and the library were to consolidate into a new building, resulting in the need for a referendum. She said that there were other projects that are on the radar for the city and there would have to be some prioritizing involving needs versus wants for tax-based projects. After Kutchenriter left the meeting a motion was withdrawn regarding approving this transfer and Director Stobbe will contact Kutchenriter for the actual verbiage that should be used to describe what the board wants to do to establish a separate library account.

**b. Minutes:** Tom Ellis motion, Jim Braasch 2<sup>nd</sup> to accept the minutes of the September 17, 2018 regular board meeting as received. Motion passed unanimously.

**c. Revenues:** Director Stobbe commented that the Pomerening fund is increasing nicely. The account balances on the revenue statement will look different after the Oshkosh Foundation new account has been processed. It was thought that sometime in December the board could deposit more money than previously decided on, from the library accounts into the foundation account. Jim Braasch motion, Barbara Hodgen 2<sup>nd</sup> to accept revenues as presented. Motion passed unanimously.

**d. Expenditures:** There was some discussion on the water increase costs, attributed to watering plants this past summer, additional money was entered in the budget for next year. It was explained that the WLS entry was for office supplies that can be purchased more economically in bulk. Also explained was a refund of a down payment to a performer who did not show up for the summer reading program. Stacey Wright motion, Tom Ellis 2<sup>nd</sup> to accept expenditures as presented. Motion passed unanimously.

**e. Fine forgiveness:** Director Stobbe asked that December 1-8, 2018 be designated as fine forgiveness week. If patrons have fines due, they can have that fine forgiven by donating food or toiletries to the library. Those payments/donations will probably be given to the police department and Omro food pantry for distributed in December. Tom Ellis motion, Jim Braasch 2<sup>nd</sup> to approve the fine forgiveness week as presented. Motion passed unanimously.

**f. Meeting Room Policies:** There was extensive discussion on the policy currently being used for determining who would be allowed to use the Alder room, especially who could use it when the library is closed. Currently TOPS and Boy Scout leaders use the library after hours and there has never been a problem. Others have not been approved to use the library for various reasons, on a case-by-case basis. Concern has been centered on security; there is an entire collection of books in the hallway that is adjacent to the Alder room. Would an accordion type gate be useful? When someone fills out the usage form, the Code of Conduct can be attached to the form (no smoking, etc.). The Priority Scheduling Section from the old policies form might fit into the new proposed form. Should after hours people using the Alder room have to have insurance? What are the legal ramifications? What protections does the library have? Stobbe will post the maximum capacity of the room somewhere in the Alder room. There were too many questions, the board was asked to give it more thought and come back with ideas at the next regular board meeting.

#### **4. Informational items**

**a. Statistics:** Circulation and miscellaneous numbers for the month of September were listed. It was thought that weather is a determinant to the number of patrons that use the library.

**b. Workshop Discussion:** Director Stobbe summarized the Powerful Planned Giving presentation that she, Nicole Bahn, and Marge Franzke attended at Bridgewood conference center in Neenah on October 4<sup>th</sup>. Stobbe explained the importance of an initiative “join me” in keeping the library alive. It was stated that endowments are very important as well as asking library patrons to consider the library when they put together their will, and starting with board members, remembering the library with a legacy of donations, asking donors to join me (the board).

Stobbe also attended a conference in Minneapolis and while there, spoke to two different architects who stated that they thought it would be better for the library to build a new library using the area where the two rental properties are, then tearing down the existing library after moving the materials to the new facility. An architect would have to study the details. Layout of libraries was also discussed at that conference.

Lisa Sharkey asked Director Stobbe to put a “Donate” button on the library website so that patrons or anyone else could easily donate to the expansion fund, there would not be a need to have a detailed description of what the donated money would be used for as in the Princeton Library donation site.

**c. Director Report:** Director Stobbe reported on how much money has been spent on the two rental properties in the past several years and that in one of the houses, the furnace is not working. One quote was obtained and another one was determined to be needed for the repair. Lisa Sharkey will ask her husband to look at the property ASAP. The tenant at one of the rental units has been on a payment plan for the rent payments and has been taking care of paying back rent. The engineering class at OHS asked if there was anything that they could design for the library. Stobbe will ask the teacher or students to come to the library to look around and possibly construct something that would cover the books in the hallway or even to design a gate.

**5. Adjournment:** Tom Ellis motion, Jim Braasch 2nd to adjourn. Motion passed unanimously.  
Adjournment at 6:15 P.M.

Respectfully submitted  
Marge Franzke, secretary

#### **2018 / 2019 Board Meeting Schedule:**

Meetings will be held on the third Monday of the month at 4:30 p.m.

October 22, 2018 Expansion  
November 19, 2018  
December 17, 2018  
January 2019 Board – Director Goals  
February 2019 – Evaluation of Director  
March 2019 – Open House Planning  
April 2019  
May 2019 – Reorganize Board  
June 2019