

## Carter Memorial Library Board

Monday August 20, 2018

4:30 PM

**1. Call to Order** President Lisa Sharkey called the meeting to order at 4:32 PM in the Alder Room at the Carter Memorial Library.

**2. Roll:** Director Julie Stobbe, Lisa Sharkey, Nicole Bahn, Tom Ellis, Marge Franzke, Barbara Hodgen, Heidi Wahlgren, Stacey Wright. Jim Braasch absent.

**4. Business** *note: not in agenda order.*

**a.** Heidi Wahlgren motion, Barbara Hodgen 2<sup>nd</sup> to accept the minutes of the July 16, 2018 regular board meeting as received. Motion passed unanimously.

**b.** Stacey Wright motion, Heidi Wahlgren 2<sup>nd</sup> to accept the minutes of the August 13, 2018 expansion meeting as received. Motion passed unanimously.

The next two expansion meeting dates were set for September 10, 2018 and October 22, 2018 beginning at 4:30 PM.

**3. Karlene Grabner**, director of donor services for the Oshkosh Community Foundation, was invited to attend this meeting and gave a detailed description of the special projects (pass through) account that the library has at the foundation. This account is designed to be short term and originally set up in 2010, earmarked for expansion. Grabner explained how an endowment account would work with the foundation, an account that could be more long term where money is invested in the stock market, usually yielding a higher rate of return. An endowment account has parameters set up and usually a minimum balance. She stressed the importance of this account and how the money has to be spent, according to the stipulations and donor requests. If the board would want to convert the special projects account to an endowment account, the foundation would need a copy of the minutes of the meeting where the board members voted to make that change.

Grabner explained what the foundation can offer to the library, that being, but not limited to: money given based on board decisions, grants that are given, and money given from donors with specific requests. The foundation can look for donors based on geographic regions or specific projects.

Also discussed was the need for the library to establish estate building, legacy building which involves reaching out to live donors and asking for them to remember the library in their wills. Donations could be monetary but also of importance is donations of land, stock, houses, boats, etc., anything that can be converted to cash to add to the endowment fund. The board was given the opportunity to ask further questions and Grabner was thanked for her time and valuable information.

*Regular meeting continued...*

Discussion continued along the lines of what can be done with the money that the library fund already has.

**Barbara Hodgen** motioned, **Stacey Wright 2<sup>nd</sup> to move the balance of the special project account at the Oshkosh Foundation to an endowment fund.** Discussion: the library goes by "Omro Public Library" and "Carter Memorial Library" is there a need for branding in regards to the name of the library? It was noted to ask Karlene for help on the official name of the library. **Motion passed unanimously.**

**Heidi Wahlgren** motioned, **Nicole Bahn 2<sup>nd</sup> to move all but \$5,000 from the Rental Property balance #833 48211 5111, to the Oshkosh Foundation endowment fund.** Discussion none. **Motion passed unanimously.**

**Heidi Wahlgren** motioned, **Barbara Hodgen 2<sup>nd</sup> to take the Future Capital Expenditure fund # 101 58140 5110 balance and move it to the new Oshkosh Foundation endowment fund.** Discussion centered around the progress that has been made so far in the expansion project. **Motion passed unanimously.**

The board would like to invite Karlene Grabner back when it is ready to start a campaign for expansion. Perhaps she can help with contacting estate donors. The Oshkosh Foundation has a tool kit that can be used for campaign starters and has potential as an investor because of the various ways that money/donations can be attained (foundation board decision, grants for funding, living donors).

**4. Business**

**c & d.** Revenues 2018, Expenditures 2018: There were no questions on revenues or expenditures. Motion Stacey Wright, 2<sup>nd</sup> Nicole Bahn to approve the revenue and expenditures as presented. Motion passed unanimously.

**e.** Bylaws third reading: Heidi Wahlgren motion, Tom Ellis 2<sup>nd</sup> to accept the Carter Memorial Library bylaws as presented today as a third reading. Motion passed unanimously.

**f.** The Public Relations position proposal will be presented to the city council at the August 21<sup>st</sup> meeting. Director Julie Stobbe will present the financial implications and the job description for the position as well as justifying the need for

this position based on the service population data, indicating a lack of adequate staffing. Also to be discussed will be the expansion specifics that have been considered by the board and a mention that Winneconne library has a PR/marketing position.

**g.** The preliminary 2019 budget was presented to the board with the proposed PR/marketing position in place. There is caution that the health insurance increase will reach 10%. Also discussed was the percentage of staff salary increases in order to bring the staff salaries closer together and more in tune with the public work force. Director Stobbe wants to keep the bottom line the same as last year. The budget numbers will be re-evaluated next month depending on what the city council wants to do about the proposed P/R position.

**h. Expansion.** Already discussed with Karlene Grabner.

## **5. Informational items**

**a. Statistics** include circulation numbers for the month of July. Ancestry usage goes in streaks. “Libby” is over drive with a new name and features.

**b. Director Report:** Director Stobbe took part in webinars through DPI which were of various subject matter. The front door is still in need of repair.

Oshkosh Foundation is hosting a donor appreciation at Howard’s formerly the Eagle’s club, on September 20<sup>th</sup>.

Director Stobbe handed out informational materials that described the new Gale personal and professional development courses that are offered through the library at no fee to patrons.

Holly from Winneconne library and Stobbe will be attending a two day seminar in Minneapolis in September with topics on architects and library collections.

Joan Fraleigh will be starting the coding class using the chrome books that were purchased from grant money.

An “art by you” program was held with approximately 20 participants ages 3-7, and an adult, where they painted pots.

Sign-up for this event was through Facebook, the library web page, and a sign-up sheet at the library. Registration was limited to 20 people.

The summer reading program is coming to an end, the summer party was already held, not as an achievement party but as a fun gathering.

## **5. Future Agenda Items:**

Re-visit the 2019 preliminary budget

Meeting room policy.

## **6. Adjournment:**

Tom Ellis motion, Heidi Wahlgren 2nd to adjourn. Motion passed unanimously.

Adjournment at 6:49 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.

September 10, 2018 Expansion

September 17, 2018

October 15, 2018

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

July 2019

August 2019