

## Carter Memorial Library Board

Monday, November 18, 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, President Marge Franzke, Stacey Wright, Tom Ellis, Ann Reise, Jim Braasch and Director Julie Stobbe, Absent Barbara Hodgen and Lisa Sharkey. Others present: Tony Daley City Reporter, Becky Sell Public Relations Coordinator. Nicole Bahn present at 4:35 p.m.
3. **Public Comment**: None
5. **Informational Item**.
  - d. **Strategic Plan presented out of order**. Board accept the final copy of the Strategic Plan. Sell explained how she was looking into the cost and feasibility of doing a mailer as a way of getting the word out of what the library has to offer as well as a fundraising tool. Board expressed thanks to Sell for her work.
4. **Business**:
  - a. **Minutes**: Ellis made a motion to accept the minutes of the October 21, 2019 meeting with a second by Braasch. Motion passed.
  - b. **Revenues**: The board reviewed September revenues. Bahn asked that a % of annual total be added where possible. Braasch made a motion to accept the September revenue report Wright seconded. Motion passed.
  - c. **Expenditures**: the board reviewed the September expenditures with a discussion on the telephone expense. Stobbe explained more faxing is being done that affects the telephone expense. Bahn made a motion to accept the September expenditure report with a second by Ellis. Motion carried.
  - d. **Up-date on the 431 E. Huron St property, (May house)**: Board discussed the resignation of property manager Joe Benoit. Braasch made motion to let Library Director make decision on hiring a property manager with a second by Wright. Motion passed. There was discussion on the bids for painting and removing carpet. Braasch made motion to accept TPS's bid to paint and remove carpet in 431 E. Huron St. property with a second by Reise. Motion passed. Braasch made a motion to replace carpet with notification to board through e-mail on estimates with a second by Ellis. Motion passed.

There was a discussion on raising rent on both properties. Further discussion will be had in the future.
  - e. **City request to support McMahon consultant proposal**: There was a discussion on how well the city of Brillion's plan worked that McMahon consultant did. Ellis motioned to send city up to \$15,000 over two years to support McMahon proposal. Money to be

taken from the Impact Fee in 2020 and to be determined in 2021 with a second by Reise. Motion passed.

- f. **2020 Requests to close Saturday, December 26, 2020 and reduce fines on DVD's:**  
Braasch made a motion to be closed Saturday, December 26, 2020 and to reduce fines on DVD's from 50¢ per day to Adults 10¢ and children's 5¢ per day when returned late, with a second by Ellis. Motion passed.

**5. Informational Items:**

**a. Budget**

There is no update on the 2020 budget at this time.

**b. Statistics.**

October statistics were noted with discussion on how busy the library is.

**c. September Donations**

Donations were noted with appreciation.

**d. Strategic plan:** see above.

**e. Director report:**

\*Different companies are still being considered for the purchase of tables and chairs.

\* Louis Clark's book launch on October 7<sup>th</sup> was well attended and will be broadcast on Public Television.

\*Joe DeRose's historical buildings presentation was interesting.

\* Joan and Julie will be attending a SirsiDynix Analytics workshop on November 19<sup>th</sup>.

**6. Agenda Items:**

In addition to regular business items, updates on the rental property will be discussed as well as the rent. Update on the 2020 budget.

**7. Adjournment:**

Ellis made motion to adjourn the meeting with a second by Braasch. The motion passed and the meeting was adjourned at 5:50 p.m.

Respectfully submitted.

Julie Stobbe, Library Director

**2020 Board Meeting Schedule**

Meetings will be held on the third Monday of each month at 4:30p.m., with the exception of July and December.

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