

**Carter Memorial Library**  
**Library Board Meeting**  
**Monday, June 15 ,2020**  
**4:30 p.m.**

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:30 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, Barbara Hodgen, and guest Eileen Cimermanic.
3. **Public Comments:** No public comments.
4. **Business**
  - a. **Minutes:** Ellis made a motion to approve the minutes from the May 18, 2020, board meeting. Ostrander seconded and the motion passed.
  - b. **Revenues:** A motion was made by Bahn to approve the April 2020 revenues as presented. The motion was seconded by Wright. Motion passed.
  - c. **Expenditures:** The expenditures for April 2020 were reported.
    - A motion by Ostrander was made to accept the April expenditures as presented and seconded by Hodgen. Motion passed.
5. **New Business:**
  - a. 2021 Library Budget Proposal:
    - Director Stobbe presented the board with preliminary numbers for the 2021 library budget. Stobbe emphasized to board members that the budget numbers may change and the budget will be revisited at future board meetings.
    - Director Stobbe led a question and answer period on possible cuts to the budget in light of the financial impact that COVID 19 has had on state and federal funding. Continued discussion will be held again at the August regularly scheduled board meeting.
6. **Informational Items:**
  - a. **April 2020 Vouchers Payable**
    - The only discussion on vouchers payable was a question on the cost of “Hoopla”. Director Stobbe explained the \$1,000.00 fee is a contract credit and that patron usage comes off that \$1,000.00 with usage. Director Stobbe would like to keep this through COVID 19 as it offers benefits to patrons as a collection enrichment item.
  - b. **April Donations**
    - There were no donations for the month of April.
  - c. **May statistics**
    - May statistics reflected the library being closed with curbside delivery only; people counts were zero but digital options offered by the library, ie. “Hoola” and “Ancestry” are up.

**d. Director's Report:**

- Director Stobbe gave the board a brief update on discussions that she has had with the consultant from McMahon Engineers and Architects out of Neenah, hired by the City of Omro on future building plans for the City and the Carter Memorial Library. Board members have requested a meeting with the consultant in the future.
- Director Stobbe provided the board with a reopening plan for the library with keeping employees and library patrons safe as a top priority.
- The Library is currently in Step-One which includes electronic services available, contactless curbside pickup by appointment, modified library hours, the development of an online Summer Reading Program by library staff member, Joan Fraleigh, social distancing by library staff, hand washing, masks worn by staff, and the materials returned in the library book drop isolated for 72 hours before handling.
- Step Two and Step Three are well planned out and shared with board members and will be put into place as conditions allow. Once again Director Stobbe and staff are doing an excellent job in these unprecedented times and are to be commended.
- An update was given on the rental property at 431 E. Huron as a tree limb fell on the front overhang. Estimates on getting the damage repaired are being sought at this time.
- A hard copy of the strategic plan update was made available to the board with several items in the plan highlighted as accomplished. Stobbe also summarized some parts of the strategic plan that were put on hold due to COVID 19.

**7. Agenda Items**

- Agenda items for the August meeting will include more discussion on the 2021 Library Budget as well as updates on the current phases of library services as COVID 19 allows.

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

August 17, 2020  
September 21, 2020  
October 19, 2020  
November 16, 2020