

**Carter Memorial Library
Library Board Meeting
Monday, September 21, 2020
4:30 p.m.**

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:31 p.m. via a Zoom Video Conference.

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

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

4. **Business**

- a. **Minutes:** Ostrander made a motion to approve the minutes from the August 17, 2020, board meeting. Ellis seconded and the motion passed.
- b. **Revenues:** A motion was made by Hodgen to approve the July 2020 revenues as written. The motion was seconded by Wright. Motion passed.
- c. **Expenditures:** A motion was made by Ellis to approve the July 2020 expenditures. The motion was seconded by Bahn. Motion passed.

5. **New Business:**

a. **2021 Library Budget Proposal**

- Director Stobbe updated the proposed budget for 2021. Stobbe added a new column highlighted in yellow as to her recommendation which was turned in to City Administrator Linda Kutchenriter. Minor updates may occur with health insurance quotes. The Budget indicates Director Stobbe at an hourly rate of \$26.25, Fraleigh at \$13.01, Decker at \$11.34, Santana at \$11.24, Mishka at \$10.26, and Sell at \$15.61.
- Ostrander made a motion to approve the budget proposed on September 21 that Director Stobbe submitted to the City of Omro Administrator. Reise seconded the motion and the motion passed.

b. **Tables and Chairs Replacement.**

- Director Stobbe presented her proposal to replace old and heavy tables and also old chairs in the Community Room. A motion was made by Hodgen to accept the proposal at a cost of \$13,330.50. Funds for this purchase will come out of "Future Capital Expenditures". The motion was seconded by Wright to accept Director Stobbe's proposal. The motion passed.

6. Informational Items:

a. July 2020 Vouchers Payable

- Short discussion

b. July Donations

- Although a difficult year to solicit donations, Director Stobbe indicated with appreciation the generosity of area individuals and institutions.

c. August statistics

- On August 20, scheduling appointments for browsing the collection was initiated. Staff is assuring the limit of 10 people at a time in the library which includes staff numbers.
- New library hours seem to be working out well.
- Foot traffic is slowly creeping up as some patrons are coming into the library in person.
- Patrons expressed appreciation of the craft projects placed curbside for children.
- Volunteer hours are down as not many volunteers are needed at this time with the exception of the volunteer updating the online obituary notices from the Omro Herald.

d. Summer Reading Program Statistics

- The summer reading program was set up and designed through an online program called Beanstack made possible with a grant from the Department of Instructions with LSTA funds. Director Stobbe praised the success of the program as it registered 113 children, 20 teens, and 53 adults. Director Stobbe also acknowledged appreciation for a grant from Fortifi Bank along with donations from Friends of the Library and individual donations in monetary and other forms.

e. Director's Report:

- A repair on the door due to a fallen branch for the 431 E. Huron Street rental property has been taken care of by property manager, Corey Anderson, with Witzke Electric hooking the porch light up. The rent payment is in arrears for August and September due to employment problems of renter with an assurance that payment is forthcoming.
- Anderson will also be replacing some rotten boards in the porch at the 423 E. Huron Street rental.
- Director Stobbe is attempting to resume meetings of the Adult Book Club via Zoom meetings.
- Children's crafts will continue to be offered curbside. Story Time is not yet an option for the library.

- Since the end of July, The Friends ongoing outdoor book sale has made over \$600.00 to date.
- Repair of the library front entry door has been referred to Grabner Glass of Oshkosh. Grabner Glass has welded the top hinge which had caused past issues as well as replacing other door hinges.
- A rug was purchased for the children's area.
- Curbside pickup (or an alternate inside location) will be continued throughout the winter months due to the pandemic situation.
- No contact from the McMahan Engineers and Architects out of Neenah, on future building/remodeling plans has been made in the last month.

7. **Agenda Items**

- Agenda items for October will remain the same.

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 5:12 p.m.

Respectfully submitted,
Barbara Hodgen, secretary

2020 - 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.

October 19, 2020
November 16, 2020

January 18, 2021
February 15, 2021
March 15, 2021
April 19, 2021
May 17, 2021

June 21, 2021
August 16, 2021
September 20, 2021
October 18, 2021
November 15, 2021