

**Carter Memorial Library
Library Board Meeting
Monday, August 15, 2022
4:30 p.m.**

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:32 p.m. in the Carter Memorial Library Alder Room.

2. **Roll:** Those present were Director Julie Stobbe, Janet Abalan, Nicole Bahn, Eileen Cimermancic, Cindy Ostrander, Travis Schafer, Stacey Wright, and Barbara Hodgen. The County Board Representative is yet unknown.

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

4. **Business**
 - a. **Minutes:** A motion was made by Ostrander to accept the June 20, 2022 minutes as written. A second was made by Wright. Motion carried.
 - b. **Revenues:** A motion was made by Bahn to accept the June 2022 revenues as written. The motion was seconded by Schafer. Motion carried.
 - c. **Expenditures:** A motion to accept the June 2022 expenditures as written was made by Schafer. The motion was seconded by Bahn. The motion passed.
 - d. **CD's:** Director Stobbe has checked into various area institutions for CD rates. It is the consensus of the board to move money at this time to take advantage of rising interest rates. Bahn made a motion to leave CD 7300 and CD7301 at Verve a Credit Union with Director Stobbe directed to convert both CD's to the 17 month special pricing. Ostrander seconded the motion. The motion carried.
 - e. **Update from the search committee:**
 1. The search committee will review a document provided to them by Director Stobbe at the June board meeting containing the new Director Job Description. The committee plans on using this description in their hiring process.
 2. The Board agreed with the search committee's plan to post an ad August 16 for next week's publication of the Omro Herald, Billboard, Omro library's facebook page, and various other sites. The committee has plans to meet next Wednesday, August 24, to prepare questions appropriate for interviews. The job posting will close on September 16. The committee has established a timeline and has been adhering to it. Applications will be sent to Joan Fraleigh, a full-time staff member of the library. Fraleigh will then distribute the applications to the search committee. Wright made a motion to use board funds to cover the costs incurred with any published ads. Schafer seconded the motion and the motion passed.

5. **Informational Items:**

a. June 2022 Vouchers Payable

- No discussion.

b. June and July 2022 Donations

- Donations have not been reported for these two months.

c. June 2022 Statistics

- It was noted that teen statistics are still down.

d. July 2022 Statistics

- Both physical and electronic circulation is up.

e. Updated Board Contact Information

- Everything is correct at this time.

f. Friends of the Library Financial Statement

- McMahon recommended 16% of total cost of construction for interior costs. With that in mind, Director Stobbe presented the board members with an income/expense sheet including a financial statement for Friends of the Omro Public Library. At present, total assets in Fortifi Bank are \$48,282.01 which does not include the value of 100 shares of Oshkosh Corp Stock.

g. Preliminary 2023 Budget

- Director Stobbe presented Board members with a preliminary 2023 budget along with various explanations and rationelle. Director Stobbe will continue to present the budget to the board as changes come in.

h. Director Report

- 431 E. Huron update: The tenant was sent an eviction notice from Attorney John Blazel to vacate the residence by August 31, 2022.
- 431 E. Huron Street: The tenant used a chainsaw in an attempt to cut down the standing tree in the front yard causing it to be unstable. The fire department and public works brought the tree down safely laying it across the street. The street was blocked off to the public. Public works cut up the downed tree. The tenant will be given a bill for the cost of removal.
- An outside water hose sprung a leak at 431 E. Huron Street. The tenant was not at home at the time. Public works was able to shut the water off.
- SRP (Summer Reading Program) summary
 - The program, Beanstack, was used in its third year to track minutes read, milestones reached, and awards given. Beanstalk was made possible using a grant from the Department of Instructions with LSTA funds.
 - A special thanks is noted to library staff (Joan, Wendy, and Susan) for their time and devotion in setting up and administering the program.
 - 110 children, 10 teens, and 54 adults registered for 71,998 minutes read by the children, 7,324 minutes read by teens and 96,332 minutes read by adults.

6. Agenda Items

- Agenda standing items remain the same.
- Update on tenant being evicted.

- Update from search committee.
- Budget updates

7. Adjournment

- Bahn made a motion to adjourn the meeting. The motion was seconded by Cimermancic. The motion passed and the meeting was adjourned at 5:45 p.m.

Respectfully submitted,
Barbara Hodgen, Secretary

2022 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.

September 19, 2022

October 17, 2022

November 21, 2022