

**Carter Memorial Library**  
**Library Board Meeting**  
**Monday, April 17, 2023**  
**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 call and introductions:** Those present were Director Anna Ludwig, Janet Abalan, Eileen Cimermancic, Cindy Ostrander, Travis Schafer, Stacey Wright, and Barbara Hodgen. Jeffrey Beem and Nicole Bahn were absent.

**3. Public Comments:** None

**4. Approval of Agenda:** A motion was made by Ostrander to approve the agenda. Cimmermancic seconded the motion. The motion passed.

**5. Approval of Minutes:** A motion was made by Ostrander to accept the minutes from the March 2023 board meeting as written. A second was made by Wright. The motion carried.

**6. February 2023 Vouchers Payable:** No discussion was had on the February vouchers.

**7. Informational items:**

1. Revenues: A motion was made by Ostrander to approve the February 2023 revenues as written. The motion was seconded by Schafer. Motion passed.
2. Expenditures: A motion to accept the February 2023 expenditures as written was made by Ostrander. The motion was seconded by Wright. The motion passed.
3. Donations:
  - i. November 2022 - Total cash gifts were \$115.00. December 2022 - Total cash gifts of \$65.00 were collected. January 2023 - Check given for \$10.00 and cash of \$50.00 for \$60.00 total. February 2023 - Checks in the amount of \$500.00 and \$68.00 were received.

**8. Directors report:** March 2023 Statistics:

- Director Ludwig pointed out that juvenile circulation is on the uptick.
- Electronic circulation is showing increases in magazines and HOOPLA.
- Director Ludwig has also started to track new users to the Carter Memorial Library.
- Please see the attachment at the end of the minutes for a full report.

**9. Unfinished Business:** None

10. **New Business:** Library maintenance in the near future may include;

- Painting
- Carpeting
- Landscaping

11. **Future Agenda Items:**

- Agenda standing items remain the same.
- Clairellyn Sommersmith, Assistant Director of Winnefox Library System, will be invited to share with the board information on Wisconsin library funding.
- Election of officers.
- Action on moving funds to an Oshkosh Foundation Investment Pool.

12. **Adjourn:** A motion was made by Ostrander to adjourn the meeting. A second was made by Schafer. The motion passed. Meeting adjourned at 5:17 p.m.

Respectfully submitted,  
Barbara Hodgen, Secretary

2023 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.

|              |            |            |
|--------------|------------|------------|
| May 15       | June 19    | August 21  |
| September 18 | October 16 | November 2 |

[April 2023 Directors Report](#)



## April 2023 | Director's Report

### Administrative

- Preparing SRP Materials
- Scheduled 2 Kindergarten and 4 1<sup>st</sup> grade visits
- New library volunteer | Becky Hitchcock
- WLAC | April 13
- Hosting OADC Annual Meeting | April 24
- Spring clean up grounds | First week of May
- Maintenance Projects | Before SRP

### Continuing Education

- WAPL | April 26-28 (Anna out of office April 27-April 28)
- CCBC Choices Workshop | April 20

### Programming & Outreach

- *March Into Reading* | March 1-31
- Storytime | April 4-May 23, Tuesdays at 9:30 am
- Book Club | April 27 at 5:00 pm
- Monday Matinees | May Mondays at 2:00 pm
- Book Subscription Boxes | Beginning in April, first pickup in May
- Unwind Wednesdays | May, Wednesdays at 2:30 pm
- Money Smart Week, *Passing It On, Or Passing the Buck?* | April 15 at 10:00 am
  - Partnership with The Estate Planning Group LLC
- Local Author Visit, Bryce Pomplun | April 20 at 4:00 pm

### Circulation & Collection Management

- Movies moving to genre grouping
- Re-labeling children's non-fiction collection
- Evaluating LP Subscription
- Ordered 30 new Wonderbooks
  - New interest will be calculated in April
- LP and Picture Book Collection Rotation happening this week (back in contact with Fox View Manor)

### Friends

- Next Meeting | Thursday, May 18 at 4:15 pm
- Mother's Day Raffle currently happening
- Father's Day Raffle