

**Carter Memorial Library
Library Board Meeting
Monday, August 21, 2023
4:30 p.m.**

1. Call to Order: President Janet Abalan called the meeting to order at 4:30 p.m. in the Carter Memorial Library Alder Room.

2. Roll call and introductions: Those present were Director Anna Ludwig, Janet Abalan, Nicole Bahn, Jeffrey Beem, Eileen Cimermancic, Cindy Ostrander, Stacey Wright and Barbara Hodgen. Travis Schafer was absent.

3. Public Comments: None

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

5. Approval of Minutes: A motion was made by Ostrander to accept the minutes from the June 19, 2023 board meeting as written. A second was made by Beem. The motion carried.

6. May 2023 Vouchers payable: No discussion was had on the May vouchers.

7. June 2023 Vouchers payable: No discussion was had on the June vouchers.

8. Informational items:

- a. Revenues: A motion was made by Ostrander to approve the May 2023 revenues as written. The motion was seconded by Wright. The motion passed.
- b. Expenditures: A motion to accept the May 2023 expenditures as written was made by Bahn. The motion was seconded by Beem. The motion passed.

- c. Revenues: A motion was made by Beem to approve the June 2023 revenues. The motion was seconded by Ostrander. The motion passed.
- d. Expenditures: A motion to accept the June 2023 expenditures as written was made by Wright. The motion was seconded by Cimermancic. The motion passed.
- e. Donations: May gifts were reported as \$232.00. There were no June donations to report.

9. Director's report:

- a. Statistics for both June and July show the following trends:
 - Digital holdings are trending up.
 - Juvenile circulation is up 10% for the year.
 - Traffic flow coming into the library is up.
 - Annual activity participation is up.
 - Library registrations are up 20% for the year.
- b. Maintenance projects including interior painting and master gardening clean up have been addressed.
- c. County Directors met at the Omro library.
- d. A preliminary budget for 2024 was prepared by Director Ludwig.
- e. Fall programming is in the works.
- f. Outreach with Book Subscription Boxes continues with growth.
- g. Staff is working on weeding and relabeling children's picture books, children's non-fiction books and adult non-fiction books.
- h. Friends of the Library were instrumental in financing summer programming.

- The complete August 2023 Director's Report is available by clicking the link at the end of the minutes.

10. Unfinished Business:

- a. Amend moving unallocated funds to Oshkosh Area Community Foundation as previously decided due to possible maintenance issues on one HVAC unit and interior painting. Cimermancic made a motion and Ostrander seconded to amend moving

unallocated funds to the Oshkosh Area Community Foundation.
The motion carried.

b. McMahon and IFLS Update

- Director Ludwig received a packet of vital information from IFLS System Director, John Thompson, to help with initial steps as future building or remodeling is considered.

11. New Business:

- a. Director Ludwig presented the preliminary 2024 budget with rationale given for items and values in the preliminary budget.
- b. Director Ludwig presented to the board a Materials Collection Development Plan for board members to review.
- c. Director 6 month Evaluation: A motion was made by Wright to move into closed session according to *Wi Statute Section 19.85(1)(c) *Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*. The motion was seconded by Bahn and passed. The board moved into closed session at 5:41 p.m. A motion was made by Beem and seconded by Cimermancic to move back into open session. The motion carried. The board moved back into open session at 5:49 after discussing the six month evaluation of Director Ludwig.

12. Future Agenda items.

- a. Update from the Friends of the Carter Memorial Library
- b. 2024 Budget
- c. White House Painting bid for interior library painting
- d. Assessment Survey
- e. Update Collection Development Plan

13. Adjourn: A motion was made by Cimermancic to adjourn the meeting. A second was made by Wright. The motion passed. Meeting adjourned at 5:50 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.

September 18

October 16

November 2

[August Director's Report](#)