

**Carter Memorial Library
Library Board Meeting
Monday, August 19, 2024
4:30 p.m.**

1. Call to Order: President Janet Abalan called the meeting to order at 4:34 p.m. in the Carter Memorial Library Alder Room.

2. Roll call and introductions: Those present were Director Anna Dinkel, Janet Abalan, Nicole Bahn, Tracey Miller, Cindy Ostrander, Travis Shafer, Stacey Wright and Barbara Hodgen. Eileen Cimermanic is absent.

3. Public Comments: No public comments.

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

5. Approval of Minutes: A motion was made by Ostrander to accept the minutes from the June 17 Library Board Meeting as written. A second was made by Wright. The motion carried.

6. May 2024 Vouchers Payable: No discussion

7. June 2024 Voucher Payable: No discussion

8. Informational items

a. May 2024 Revenues: A motion was made by Bahn to approve the May 2024 Revenues as written. The motion was seconded by Hodgen. The motion passed.

b. June 2024 Revenues: A motion was made by Bahn to approve the June 2024 Revenues as written. The motion was seconded by Ostrander. The motion passed.

c. May 2024 Expenditures: A motion was made by Ostrander to approve the May 2024 expenditures. The motion was seconded by Wright and the motion passed.

- d. June 2024 Expenditures:** A motion was made by Shafer to approve the June 2024 expenditures. The motion was seconded by Miller. The motion passed.
- e. May 2024 donations:** No donations to report this period.
- f. June 2024 donations:** No donations to report.

8. Director's report:

- a.** Administrative duties for Director Dinkel included completing the transfer of the Jackson National Life funds which are now in Mass Mutual Ascend Annuity. Dinkel also had a 1-on-1 interview with the City of Omro's contracted strategic planner and attended the City's Strategic Planning Workshop. Director Dinkel will set a Library Strategic Plan date to meet as well. She has been directing attention to the 2025 Budget.
- b.** Director Dinkel's continuing education included attending WTEC on July 12 in Oshkosh and ALL-WALS on July 30 in Green Lake. The WTEC meeting decides the WALS fees based on a library's circulation numbers, number of patrons, and number of records held in the catalog. WTEC has adopted a system where WALS fees are a set fee that does not decrease from year to year.
- c.** Programming and outreach duties by Director Dinkel included launching the Experience Passes Program, the continuation of the two book clubs, one at Dauntless Soul Brew Co and one at the Omro library. Dinkel reports that storytime will begin again on Tuesday, September 10 with babytime beginning September 12. Our director reported 49 patrons attended the escape room program; 55 attended the Gather at the Garden Opening Day event; 45 attended the J&R Aquatic Rescue Program; and the summer reading program had 270 participants, a 30% increase over last year. Readers read 346,856 minutes, a large increase over last year's minutes read.
- d.** Duties involved with circulation and collection management sees Director Dinkel and staff considering switching locations of children's nonfiction and children's chapter books. This fall the staff will be weeding children and adult nonfiction collections. Additional user friendly shelving for the children's area is being considered as well.
- e.** Director Dinkel reports the Friends will hold a meeting on Monday, September 9 at 4:00 p.m. Their current book sale runs through August 31.
- f. June 2024 statistics:** Of note is the increase in electronic circulation with magazines up

128%, HOOPLA up 95%, and activities attendance up 103% since last June. (Click the link for a full report in all categories.)

g. [July 2024 statistics](#): July statistics mirror the increases in June. (Click the link for a full report in all categories.)

10. Unfinished Business:

- a. Due to the large amount of information for this month's Board Meeting, the Community Room Policy review was tabled until September.

11. New Business:

- a. Updates to Carter Memorial Library Board Bylaws with the third and final reading of Bylaw Changes.

All bylaw changes must be read into the minutes for three consecutive meetings. This is the final reading.

Article II, Membership under subheading *Number.*, shall read:

The governing body of the library is composed of **seven members** appointed by the mayor and confirmed by the city council; and meeting membership qualifications determined by law under Wisconsin Statutes, Chapter 43.

Article III, Officers under subheading *Officers.*, shall read:

The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Article IV, Meetings under subheading *Minutes.*, shall read:

Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Article VI, Duties of the Board of Trustees under subheading *Buildings and Grounds.*, shall read:

The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program. Purchases of goods and services over **\$3000** will require two documented quotes for board approval. Best judgment using logical considerations

such as cost, timeliness, and experience will be used to make the best decision in the selection of the product and/or vendor. The Library Board President will be notified of any situation that may constitute an emergency.

Article VI, Duties of the Board of Trustees under subheading Annual Report., shall read:

The Board shall approve and submit the required annual report to the Department of Public Instruction.

A motion to accept the final reading of bylaws was made by Bahn with a second from Ostrander. The motion passed.

b. Board member elections.

- A motion was made by Abalan to nominate Travis Shafer to be the Board President. Bahn seconded the motion and the motion carried. Many thanks were expressed for Janet Abalan's service as the Board President over the past years. Abalan will continue serving as a member of the board.
- A motion was made by Ostrander to nominate Stacey Wright to continue in her role as Board Vice President. The motion was seconded by Miller and the motion passed.
- A motion was made by Bahn to nominate Barbara Hodgen to continue in her role as the Board Secretary. Miller seconded the nomination which then passed.
- A motion was made by Hodgen to nominate Nicole Bahn as Board Treasurer. The motion was seconded by Wright, and the motion passed.

c. Moving Future Capital Expenditures to OACF

After discussion and information from Director Dinkel, a motion was made by Shafer to move \$90,000 from the Future Capital Expenditure Fund into the Oshkosh Foundation. The motion was seconded by Bahn. The motion carried.

d. The Board was informed by Director Dinkel that she has been approached by an interested renter for the 431 E. Huron St. home, Library owned property. After extensive discussion regarding the state of the home, insurance and liability issues, a motion was made by Shafer not to rent out the property due to the condition of the property. The motion was seconded by Ostrander. Motion passed 5-1, 1 abstention.

e. Preliminary 2025 Budget

Director Dinkel explained some options that she had worked up with the rationale used in these options. After discussion, the straight dollar increase appeared to be the best option that would get the Omro Libraries wages up to other comparable libraries in the area. The Board determined this was a good year to propose this change. A motion was made by Wright to approve the 2025 dollar increase for wages. Wage increases include a \$2.25 increase/hour for

Dinkel, a \$2.26 increase/hour for Fraleigh, \$.50 increase/hour Decker, Santana and Mischka. Bahn seconded. The motion passed.

12. Future Agenda items: Director Dinkel explained that she would like to use the \$5000 Treleven donation and \$4200.40 left in the Knigge donation to buy children's book shelving that would be equivalent in size to the current shelving and would make books more accessible to children. Dinkel feels by making this investment, children's circulation should also increase. She will report further on this at the September meeting.

Community Room Rental policies and price will also be revisited.

13. Adjourn: A motion was made by Bahn to adjourn the meeting. A second was heard from Olander. The motion passed. The meeting adjourned at 5:59 pm.

Respectfully submitted,
Barbara Hodgen, Secretary

2024 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 16 October 21 November 18