



Carter Memorial Library Board Meeting Minutes

Date: MONDAY, August 18, 2025

Time: 4:32 PM

Place: Carter Memorial Library

- I. Call to order. President Stacey Wright called the meeting to order at 4:31 pm in the Carter Memorial Library.
- II. Roll call and introductions. Those present were Director Anna Dinkel, Library Board President Stacey Wright, Janet Abalan, Nicole Bahn, Eileen Cimerancic, Barbara Hodgen, Tracey Miller, Scott Jorgenson, and Cindy Ostrander.
- III. Public comments.
- IV. Approval of agenda. A motion was made by Jorgenson to approve the agenda. Seconded by Hodgen. Motion passed.
- V. Approval of minutes. A motion was made by Ostrander to approve the regular board minutes from June 16, 2025. Motion seconded by Abalan. Motion carried.
- VI. May 2025 Vouchers Payable.
- VII. June 2025 Vouchers payable
- VIII. Informational items.
 - a. May 2025 revenues. Director Dinkel clarified the \$6,000 overage notes in the County Library Levy Line saying that we received a check from Winnebago County for our work with the Herd Reading program. Director Dinkel explained the different funds for the benefit of new board members. Motion made by Jorgenson to approve the May 2025 revenues as presented. Seconded by Bahn. Motion carried.
 - b. June 2025 revenues. Motion made by Hodgen to approve the June 2025 revenues as presented. Seconded by Ostrander. Motion carried.
 - c. May 2025 expenditures. Motion made by Abalan to approve the May 2025 expenditures. Seconded by Jorgenson. Motion carried.
 - d. June 2025 expenditures. Motion made by Ostrander to approve the June 2025 expenditures. Seconded by Abalan. Motion carried.
 - e. May 2025 donations. A donation in memory of Phyllis Davis in the amount of \$175 was made to the library.
 - f. June 2025 donations. A donation was made by Ron and Connie Koch in the amount of \$50 to the Oshkosh Community Foundation. A children's table was purchased with the money from the Phyllis Davis Memorial.
- IX. Director's report

- a. Director Dinkel informed the board that the plaque noting the donation from the Theo Knigge Memorial to the Native Wildflower Garden has been placed.
- b. Director Dinkel informed the board of the donation of a cabinet for the community room being made by the Friends of the Library group.
- c. Director Dinkel gave a copy of the fall newsletter to the board. She highlighted the new experience passes being added to the collection for the Farm Experience Center, The Paine Arts Center, and The Children's Museum of Fond du Lac. She also highlighted the fall storywalk and the purchase of the Yoto Boxes from the King Account. New dramatic play station is a laundromat. She also highlighted events coming this fall.
- d. Director Dinkel is planning the logistics of getting new carpeting in the library this winter or spring.
- e. Director Dinkel did some continuing education and attended some meetings in June and July. She highlighted the creation of new policies at the WTEC meeting that will change how worn items are handled within the Winnefox System. Also noted was her meeting with Kamilla from the Omro Community Center about upcoming programming.
- f. Director Dinkel updated the board on how the summer reading program went. There were 240 readers who took part in the summer reading program and 258,534 minutes read by participants over the summer, 673 patrons attended the 37 programs offered, and 18 prizes that were given away at the end of the program.
- g. Dinkel updated the board on the programs that have taken place since which all had good attendance.
- h. The DVD collection is being weeded and Yoto Boxes are being cataloged.
- i. The Friends of the Library made a \$1000 donation which funded the summer reading program prizes and programs.
- j. June 2025 statistics.
- k. July 2025 statistics. It was noted that July is always the busiest month and that our library's staff have already handled over 3,000 more items this year than they did last year.

IX. Unfinished business

- a. Property Manager Job Description/Employment Status Update. Director Dinkel updated that she sent an email to Sam about the possibility of contracting the job out to the city. She has not heard back. A motion was made by Cimermancic to change the rate for the property manager position to a flat rate of \$125 per month. The motion was seconded by Jorgenson.
 - i. Nicole has volunteered to be the temporary go-to for our renter, Terri, while Anna is on vacation.
- b. Internet & Computer Policy. Dinkel summarized the updated Internet & Computer Policy. She highlighted the prohibited use items and the consent form that parents must fill out and sign in order for their children ages 16 and under to use the internet at the library. The cautions of using the internet and the consequences of violating the Policy agreement. A motion was made by Hodgen to adopt the updated Internet & Computer Use Policy. Seconded by Ostrander. Motion passed.

X. New business

a. Preliminary 2026 Budget. Dinkel went over the proposed budget and presented options for employee wage increases for 2026. It was moved by Cimermancic and seconded by Ostrander to approve the Preliminary 2026 Budget with the 3% wage increase. Motion passed.

b. Exterior Front Door Estimates. Two estimates were procured for the door project and presented to the board. Omni Glass & Paint quoted the job at \$15,389, saying the door and frame need to be replaced. Tri City Glass & Door quoted the replacement of the door at \$3160 to replace the door, saying they did not see a reason to replace the frame. A motion was made by Cimermancic and seconded by Miller to contract Tri City Glass & Door for the new front door project. Motion passed.

c. Employee PTO.

i. A motion was made to go into closed session by Ostrander and seconded by Abalan. Motion Passed.

ii. A motion was made by Cimermancic and seconded by Jorgenson to move back into open session. Motion passed.

A motion was moved to approve Director Dinkel's request for 3 weeks of vacation starting January 1, 2026 by Bahn and seconded by Hodgen. Motion passed.

d. Expansion Updates. Dinkel told the board that she feels we should look at moving forward with doing something with the properties owned by the library to the west of the library.

e. 2025-2026 Board Terms. Dinkel handed out Library Board Member Terms and contact information.

XI. Future agenda items

a. Property Manager Status Update.

b. Expansion Updates at the November meeting.

XII. Adjourn. A motion was made by Jorgenson to adjourn the meeting, seconded by Ostrander. The motion carried. Meeting adjourned at 6:31 pm.

Submitted By Eileen Cimermancic, Board Secretary

2025 Board Meeting Schedule

Meetings are at 4:30 pm on the 3rd Monday of the month. Board meetings are not scheduled for July and December. (September meeting will be skipped in 2025)

October 20 November 17