



Carter Memorial Library
OMRO

Library Board Meeting
Monday, February 20, 2023
4:30 pm

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:30 pm, in the Carter Memorial Library Alder Room.
2. **Roll:** Those present were Library Director Anna Ludwig, Janet Abalan, Nicole Bahn, Jeffrey Beem, Eileen Cimermancic, Cindy Ostrander, Travis Shafer, Stacey Wright. Barbara Hodgen was absent.
3. **Public Comments:** None.
4. **Approval of Agenda:** A motion was made by Ostrander to approve the evening's agenda. A second was made by Beem. Motion passed.
5. **Approval of Minutes:** A motion was made by Beem to accept the minutes from the January 16, 2023 board meeting as written. A second was made by Bahn. The motion carried.
6. **December 2022 Vouchers Payable:** No discussion was had on the November vouchers.
7. **Informational items:**
 - a. **Revenues:** A motion was made by Bahn to approve the December 2022 revenues as written. The motion was seconded by Wright. Motion passed.
 - b. **Expenditures:** A motion to accept the December 2022 expenditures as written was made by Bahn. The motion was seconded by Shafer. The motion passed.
 - c. **Donations:** December and January donations will be presented at the March Meeting.
8. **Directors report:**
 - a. **January Statistics:** Circulation was down because of winter weather and temperatures. Please see attachment below for full report.
9. **Unfinished Business:**
 - a. **431 E Huron Street:** House is winterized. No further report.
10. **New Business:**
 - a. **2022 Annual Report:** A motion was made by Shafer to approve the 2022 Annual Report as written. The motion was seconded by Ostrander. Motion passed.
11. **Future Agenda Items:**
 - a. **Insurance Update:** Library-owned buildings are covered under the city insurance policies.

The logo for Carter Memorial Library OMRO features a stylized blue arch above the text. The text "Carter Memorial Library" is in a serif font, and "OMRO" is in a bold, sans-serif font below it.

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12. Adjourn: A motion was made by Cimermancic to adjourn the meeting. A second was made by Beem. The motion passed. Meeting adjourned at 5:00 p.m.

Respectfully submitted,
Anna Ludwig, Library Director

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.

March 20	April 17	May 15	June 19	August 21	September 18
October 16	November 20				



February 2023 | Director's Report

Administrative

- Preparing 2022 Annual Report to be turned in to Winnefox for review, then forwarded onto the DPI
- Jan will have January reports ready for March
 - Still reconciling the fiscal year end
- 431 East Huron Street
 - Potential renter contacted, left voicemail that the house will not be rented at this time
 - House was winterized by city maintenance
- WLAC | April 13

Continuing Education

- WAPL | April 26-28
- CCBC Choices Workshop | April 20
- NEWI Summer Reading Workshop | Attended January 30

Programming & Outreach

- *March Into Reading* | March 1-31
- OES Literacy Night | March 9
- Saturday Bunny Boards | February 25
- Book Club | February 23
- Storytime | February 7-March 14
- Starting to think about Summer Reading Program ideas/programs

Circulation & Collection Management

- Moving biographies to end of non-fiction section
- We are now included in robocalls list utilizing Unique Management Services
- LP and Picture Book Collection Rotation happening this week

Friends

- Meeting | Thursday, February 16 at 4:15 pm
- Bag Sale of books is currently taking place | \$1.00/bag
- Working on obtaining raffle license