

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

1. Call to Order: President Janet Abalan called the meeting to order at 4:33 p.m. in the Carter Memorial Library Alder Room.

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

3. Public Comments: None

4. Approval of Agenda: A motion was made by Cimmermercic to approve the agenda. Schafer seconded the motion and the motion passed.

5. Approval of Minutes: A motion was made by Shafer to accept the minutes from the January 15, 2024 board meeting as written. A second was made by Bahn. The motion carried.

6. December 2023 Vouchers Payable: No discussion.

7. Informational items:

a. December 2023 Revenues: A motion was made by Wright to approve the December 2023 Revenues as written. The motion was seconded by Cimermercic. The motion passed.

b. December 2023 Expenditures: A motion was made by Hodgen to approve the December 2023 expenditures. The motion was seconded by Shafer. Motion passed.

c. December 2023 Donations: There were no donations to report for December.

8. Director's report:

a. An inservice day is scheduled at the Library for February 23. The Library will be closed to the public that day. Director Dinkel will be doing some retraining for the staff. Staff have started on some projects scheduled for that day by pulling books and weeding the paperback collection. This will allow staff to finish straightening out and cleaning shelves. Staff will be wet vacuuming and shampooing the community room chairs. Additionally they hope to wipe all tables, blinds, and the tops of shelving units. Some curtain hanging is also on the long list of to do items.

Dinkel's administrative duties also included presenting the 2023 Executive Summary and 2024 Goals to the Omro City Council. To view a copy of all accomplishments dealing with administrative, continuing education, programming and outreach, and circulation and collection management, please click the link included here. [2023 Executive Summary](#)

b. Director Dinkel was elected to the Winnefox Technology executive Committee (WTEC) for the 2024 term. Her continuing education duties for the next two months will see her attending the WTEC meeting, the materials and repair workshop meeting (along with Susan), the Winnebago LAC, and the CCBC Choices Workshop.

c. Programming and Outreach duties will see Dinkel participating in the Literacy Night in March with the School District of Omro. Dinkel reports "The Disney on Ice Reading is Cool Program" has 29 participants, Winter Reading with the Herd runs through March 1, both book clubs are meeting again in February and March, Lisa Baltes Mixed Media Demo which was held on February 17, and the upcoming spring programming with Lee Reiherzer Omro Saloons Program rescheduled for April 4, 2024. A final note, the library has purchased a book rebinding machine and have had success with that investment.

- d. Circulation and Collection Management is ongoing with re-assessing and weeding the library's adult non-fiction collection and young adult books.
- e. Director Dinkel reports the Friends group continues on their winter break with plans of restarting meetings in the spring of 2024. To view the full February Director's Report, please click the following link. [February 2024 | Director's Report](#)
- f. November 2023 Statistics saw juvenile circulation numbers increased for the month of November. Electronic circulation had a 130% increase in magazine usage. The largest increase in library services was seen with in-house activities more than doubling their numbers since last November.
- g. Statistical highlights were impressive with both hard copy and electronic circulation up. Of note was the increase in teen circulation by 104% and magazine electronic circulation up 426%. Library services since January of 2023 were up 435%.

9. Unfinished Business: There was no unfinished business to attend to. President Abalan did bring up the timing of the Director's evaluation which usually takes place in February. As the director's evaluation was recently concluded, the board agreed to push her next evaluation to June of 2024.

10. New Business:

- a. **Verve CD Renewal update:** The CD was successfully renewed at Verve for 14 months with a 5.22 APY.
- b. **Jackson Life Insurance Policy:** Director Dinkel reported that her name needs to be added to the account before they will release information regarding the account to her.
- c. **2023 Wisconsin Department of Public Instruction Public Library Annual Report** was handed out to the board at this time. Director Dinkel went over the report with the board briefly. Special

attention was given to page 10 of the report where the board affirmed that the Winnefox Public Library System “did provide effective leadership and adequately met the needs of the library.” Cimmermancic made a motion that they were provided with effective leadership by the Winnefox Public Library System. Wright seconded. The motion passed. There were no other questions.

11. Future Agenda items: Along with standing items, an update on library building and space planning will be given. The board may also be given an update on the memorial garden to be planned using Theo Knigge memorial gifts. The layout of the garden will be assisted by the master gardeners.

13. Adjourn: A motion was made by Shafer to adjourn the meeting. A second was heard from Cimermancic. The motion passed. The meeting adjourned at 5:17 p.m.

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.

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