

Carter Memorial Library
Library Board Meeting
Monday, January 16, 2023
4:30 p.m.

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:29 p.m., in the Carter Memorial Library Alder Room.

2. **Roll:** Those present were Director Anna Ludwig, Janet Abalan, Nicole Bahn, Jeffrey Beem, Eileen Cimermancic, Cindy Ostrander, Travis Schafer, Stacey Wright, and Barbara Hodgen. Noah Cypher was also present as the representative for the Omro and Winneconne area libraries for the Winnefox System Trust.

3. **Public Comments:** Cypher explained his involvement as our representative in the Winnefox System Trust which includes attending meetings once every other month. He also volunteered to the board that he could take any questions we might have to the meetings for answers. The board expressed their thanks.

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 Wright to accept the minutes from the November 21, 2022 board meeting as written. A second was made by Schafer. The motion carried.

6. **November 22 Vouchers Payable:** The December vouchers were not ready to view due to the timeframe. No discussion was had on the November vouchers.

7. **Informational items:**
 - a. **Revenues:** A motion was made by Bahn to approve the November 2022 revenues as written. The motion was seconded by Beem. Motion passed.
 - b. **Expenditures:** A motion to accept the November 2022 expenditures as written was made by Ostrander. The motion was seconded by Wright. The motion passed.
 - c. **Donations:** A donation of \$115.00 through means of the donation jar was acknowledged.

8. **Directors report:**
 - a. **November/December Statistics:** Ludwig pointed out that circulation was up overall. She also referred to the in house activities where participation has been awesome. Please click [here](#) for a full report.

9. Unfinished Business: None

10. New Business: None

11. Future Agenda Items: Agenda standing items remain the same with an insurance update added.

12. Adjourn: A motion was made by Schafer to adjourn the meeting. A second was made by Ostrander. The motion passed. Meeting adjourned at 5:09 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.

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



January 2023 | Director's Report

Administrative

- Transition period and training with Julie went well. Getting acclimated to my office space, finding documentation, and finding materials within the library
- Jan will hopefully have December financial reports to us in time for the February meeting. She doesn't run reports until mid-month (on or around the 15th)
- Working on attaining a corporate resolution so that Baker Tilly can receive a year end statement.
 - Jan also needs to be added to this account
- 431 East Huron Street
 - Julie and I walked through the house
 - Interested party in renting house, stopped in library
 - New renter/tenant agreement is needed
 - Can order from *Wisconsin Legal Blank*
- Annual Report opens next week
 - Gathering statistics
 - Due February 28th, will need to be approved at the next board meeting February 20th
- Winnebago County Directors Meeting | January 12
- Winnefox Library System Annual Meeting | January 17

Continuing Education

- Youth Services and SLP Workshop | January 25

Programming

- *Holiday Reading with The Herd* statistics are attached
- Saturday Gnome Program | January 14
- Book Club | January 26
- Will be starting Tot Time and Storytime January 31st and will run through March 14th
- Starting to think about Summer Reading Program ideas/programs

Circulation & Collection Management

- Overdrive App is sunsetting
- Going to speak with Clairellyn about us being included in robocalls list. We already utilize all other services related to circulation
- Renewed large print standing order subscriptions with Center Point and Thorndike

Friends

- Bag Sale of books is currently taking place | \$1.00/bag
- Working on obtaining raffle license

Carter Memorial Library
OMRO



Holiday Reading with The Herd

November 24, 2022-January 2, 2023

