

**Carter Memorial Library**  
**Library Board Meeting**  
**Monday, January 15, 2024**  
**4:30 p.m.**

**1. Call to Order:** President Janet Abalan called the meeting to order at 4:32 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 Cimermanic, Cindy Ostrander, Travis Shafer, Stacey Wright and Barbara Hodgen.

**3. Public Comments:** None

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

**5. Approval of Minutes:** A motion was made by Ostrander to accept the minutes from the November 20, 2023 board meeting as written. A second was made by Shafer. The motion carried.

**6. October 2023 Vouchers Payable:** No discussion.

**7. November 2023 Vouchers Payable:** No discussion.

**8. Informational items:**

- a. October 2023 Revenues:** A motion was made by Ostrander to approve the October 2023 Revenues as written. The motion was seconded by Cimermanic. The motion passed.

- b. October 2023 Expenditures:** A motion was made by Shafer to approve the October 2023 expenditures. The motion was seconded by Wright. Motion passed.
- c. November 2023 Revenues:** A motion by Shafer was made to approve the November 2023 expenditures. Bahn seconded the motion. The motion passed.
- d. November 2023 Expenditures:** A motion was made to approve the Ostrander November 2023 Expenditures. The motion was seconded by Cimmermancic. The motion passed.
- e. October 2023 Donations:** A \$5.00 donation was reported in November.
- f. November 2023 Donations:** Theo Knigge Memorial monies were collected in the amount of \$4,450.00.

## **9. Director's report:**

- a.** Director Dinkel's administrative duties saw her purchasing some new children's furniture. She is pleased to report that the White House Painting Project was completed. Dinkel will be going on a vacation from January 19 to January 26. She has set February 23 as an in-service day where house cleaning duties will be assigned and staff may receive retraining if desired. Their agenda includes items which can not be done during regular business hours such as straightening shelves, cleaning chairs, wiping down blinds and baseboards.
- b.** Director Dinkel's continuing education for January was to see her attending a youth services and SLP workshop on January 12. Due to challenging weather, the SLP workshop was rescheduled this Friday, January 19, and Dinkel will be unable to attend.
- c.** Programming and Outreach from Dinkel shows the *Disney on Ice Reading is Cool Program* which runs through February 11. Winter Reading with the Herd will begin January 15 and will go through March 1. The library's two book clubs continue with

Bookmarks @ Dauntless Souls Brew Co on February 15 and the Cover to Cover Book Club meeting at the library on February 22. Winter programming will also include a NEW Lisa Baltes (local artist) Mixed Media Demo on Saturday, February 17, the Storytime Series running from November 28 to February 15, the continuation of Unwind Wednesday, and Light-Up Painted Wine Bottle Craft on January 20 with both sessions filled.

**d.** Circulation and Collection Management includes a digital version of BookPage on the Carter Memorial Library website, a new digital resource in Kanopy, and the re-assessing and weeding of the adult non-fiction collection, the weeding of youth books and a yearly checkup of SirsiDynix Reports and collection reports (all updating done by Director Dinkel).

**e.** Director Dinkel reports the Friends group is on winter break but will be doing a membership drive and restarting meetings in the spring of 2024.

**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.** December 2023 Statistics final numbers in December stayed very much the same since last year's statistics in physical circulation. The overall percentage of change through the categories was 0%. As seen in November, magazine subscriptions in December also increased significantly. December's in-house activities posted a 107% increase.

[January 2024 Director's Report](#) Click here for full report.

**10. Unfinished Business:** There was no unfinished business to attend to.

**11. New Business:**

- a. **Verve CD Renewal/Transfer:** A motion was made by Cimermancic to leave it up to the discretion of Dinkel and Bahn where to transfer money pending discussions with Verve and possibly other institutions and also pending the best options for the funds. A second was made by Ostrander. Motion passed.
- b. **Jackson Life Insurance Policy from the King Trust.** Director Dinkel researched previous recommendations made when the trust fund was first received. In 2011, a First National banker made recommendations for part of the monies to be held in an annuity. Citing multiple opinions when opened in 2011, a \$200,000 annuity was taken out at 3%. This assured no principal would be lost and no annual maintenance fees incurred. It was stipulated that the annuity had to be left for seven years. The fund is currently earning 1% interest.

**12. Future Agenda items.** In addition to standing items, there will be a report on the progress of the CDs, an update on the Jackson Life Annuity, a library building and space planning update, and possible update on the planned bench for Theo Knigge after Director Dinkel meets with Rob Turner of the Omro High School's Fab Lab.

**13. Adjourn:** A motion was made by Ostrander to adjourn the meeting. A second was heard from Bahn. The motion passed. The meeting adjourned at 5:30 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.

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