

Carter Memorial Library Board Meeting Minutes



Date: MONDAY, January 20, 2025

Time: 4:30 PM

Place: Carter Memorial Library

- I. Call to order. President Travis Shafer called the meeting to order at 4:37 pm in the Carter Memorial Library.
- II. Roll call and introductions. Those present were Director Anna Dinkel, Library Board President Travis Shafer, Janet Abalan, Nicole Bahn, Tracey Miller, Cindy Ostrander. Pete Knigge attending as a guest. Barbara Hodgen, Stacey Wright, and Eileen Cimermancic absent.
- III. Public comments.
- IV. Approval of agenda. A motion was made by Ostrander to approve the agenda seconded by Bahn. Motion passed.
- V. Approval of minutes. A motion was made by Ostrander to approve the regular board minutes from November 18, 2024. Seconded by Abalan. Motion carried. A motion was made by Miller to approve the subcommittee minutes from December 10, 2024, subcommittee minutes from December 17, 2024, and subcommittee minutes from January 7, 2025. The motion was seconded by Ostrander. Motion passed.
- VI. New Business
 - a. Theo Knigge Memorial Recognition
 - i. Pete Knigge attended the meeting to be recognized for the contribution made to the library in memory of his wife, Theo Knigge. Theo was a long-serving director at the Carter Memorial Library. The donation made in her name was used to purchase new children's shelving, and create a memorial garden in her honor.
 - b. Strategic Plan 2025-2029
 - i. The initial version of the strategic plan was made available to board members. They will bring edits back to the February 2025 meeting.
- VII. October 2024 vouchers payable.
- VIII. November 2024 vouchers payable.
- IX. Informational items.
 - a. October 2024 revenues. Motion made by Bahn to approve the October 2024 revenues as presented. Seconded by Abalan. Motion carried.
 - b. October 2024 expenditures. Motion made by Ostrander to approve the October 2024

- expenditures. Seconded by Bahn. Motion carried.
- c. October donations. \$100.00 by Sonja Fraleigh and Family.
- d. November 2024 revenues. Motion was made by Bahn to approve the November 2024 revenues. Motion seconded by Ostrander. Motion carried.
- e. November 2024 expenditures. Motion made by Abalan to approve the November 2024 expenditures. Motion seconded by Ostrander. Motion carried.
- f. November 2024 donations. No donations reported.

X. Director's report

- a. Dinkel will be starting preparation for the state annual report next month. There will also be a staff inservice day upcoming on Friday, February 21. The library will be closed on that day.
- b. Storytime and babytime have started and will run until March. There are also several craft classes going on during the winter months for both adults and children.
- c. The Friends of the Library have an ongoing magazine sale in the front vestibule. They meet again on March 3, at 5:15.
- d. November 2024 statistics. Total circulation is up along with library traffic. There is a 23% increase in new users.
- e. December 2024 statistics. 25% increase in new users.

XI. Unfinished business

- a. Property Manager Contract. A motion was made by Ostrander to approve the 2025 Property Manager Contract with the additions discussed, and to present the terms to Hilbelink. Seconded by Bahn. Motion passed.

XII. New business

XIII. Future agenda items

- a. 2025 CDs for renewal
- b. Property Manager Contract
- c. 2025-2029 Strategic Plan
- d. 2024 Annual Report

XIV. Adjourn. A motion was made by Abalan to adjourn the meeting, seconded by Ostrander. Motion carried. Meeting adjourned at 5:42 pm.

Submitted By Anna Dinkel, Library Director

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.

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