

Carter Memorial Library
Library Board Meeting
Monday, June 17, 2024
4:30 p.m.

1. Call to Order: President Janet Abalan called the meeting to order at 4:30 p.m. in the Carter Memorial Library Alder Room.

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

3. Public Comments: No public comments.

4. Approval of Agenda: A motion was made by Ostrander to approve the agenda. The motion was seconded by Wright. The motion passed.

5. Approval of Minutes: A motion was made by Abalan to accept the minutes from the May 20, 2024 board meeting workshop as written. A second was made by Miller. The motion carried. A second motion was made by Bahn to accept the minutes for the regular Library Board Meeting of May 20, 2024. This motion was seconded by Ostrander and the motion passed.

6. April 2024 Vouchers Payable: No discussion.

7. Informational items:

a. April 2024 Revenues: A motion was made by Shafer to approve the April 2024 Revenues as written. The motion was seconded by Ostrander. The motion passed.

b. April 2024 Expenditures: A brief discussion was had on how best to reflect the Winnebago County Hoopla special project funds of \$6,000.00, which Director Dinkel is using for summer programming. It was decided to leave it as reported as a better option was not available. A motion was made by Bahn to approve the April 2024 expenditures. The motion was seconded by Wright and the motion passed.

- c. **April 2024 Donations:** A \$5,000.00 donation was received from the Dale Treleven Estate. Director Dinkel explained the only request for these funds was for signage to memorialize Mr. Treleven. A short discussion was had on some options on this donation to be decided on at a later date.

8. Director's report:

a. Administrative duties for Director Dinkel included connecting with Mike White in regards to finishing the exterior door painting. Dinkel also completed the Jackson National Life transfer of funds. These funds will be invested with Mass Ascend Mutual. They will be locked in for 5 years at 5.2%. There is paperwork which needs to be completed on their side. The Associated Bank Investment Banker, Bob Pencil, who is assisting with this transaction, has sent over paperwork to the Associated Bank compliance department. The transfer should be official in 3 to 4 weeks. Total of the account was approximately \$245,000.00. Director Dinkel is also looking into utilizing memorial funds from the Theo Knigge donation for new signage inside the library as well as the memorial garden for Mrs. Knigge. Director Dinkel has published that the July 4th holiday will see the library closed July 4, 5, & 6.

b. Director Dinkel's continuing education includes three dates, WLAC for June 21 and July 11. She will be attending WTEC on July 12.

c. Programming and outreach duties by Director Dinkel reports that 13 patrons attended Patio Pleasers, a program with the Master Gardeners. The opening day party for the summer reading program had 85 in attendance. The two book clubs continue to meet, one, Bookmarks, at Dauntless Soul Brew Co. on June 20 and Cover to Cover meeting on June 27 at the Library. Summer programming for the rest of June and July features Seeing Stars Planetarium, Adult Arts & Crafts Flower Tote Bags, Gather at the Garden at Casa Esther begins, J & R Aquatic Animal Rescue, Attic Trunk Storytelling, Art with Miss Anna, Escape Room, and the Closing Day Party on July 31. The "brag tag" program has begun with children participants earning brag tags for the number of minutes they have read. For more information, read the complete Director's Report by clicking the following link. [June 2024 Director's Report](#)

d. Director Dinkel was able to place two Wonderbook orders with the updated King Account, 26 new picture book Wonderbooks and 34 new chapter book Wonderbooks.

e. Director Dinkel reports the Friends group will be meeting on July 8 at 4:00.

f. Statistics for May 2024 show a year to date increase in physical circulation. Electronic circulation categories are all up, with the biggest increase in Hoopla. Library Services shows the largest increase in Activities Attendance with a 135% increase.

9. Unfinished Business:

- a. Jackson Life Insurance Policy update. All tied up.

10. New Business:

- a. Updates to Carter Memorial Library Board Bylaws.

All bylaw changes must be read into the minutes for three consecutive meetings. This is the second of three readings.

Article II, Membership under subheading *Number.*, shall read:

The governing body of the library is composed of seven members appointed by the mayor and confirmed by the city council; and meeting membership qualifications determined by law under Wisconsin Statutes, Chapter 43.

Article III, Officers under subheading *Officers.*, shall read:

The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Article IV, Meetings under subheading *Minutes.*, shall read:

Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Article VI, Duties of the Board of Trustees under subheading *Buildings and Grounds.*, shall read:

The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program. Purchases of goods and services over \$3000 will require two documented quotes for board approval. Best judgment using logical considerations such as cost, timeliness, and experience will be used to make the best decision in the selection of the product and/or vendor. The Library Board President will be notified of any situation that may constitute an emergency.

Article VI, Duties of the Board of Trustees under subheading *Annual Report.*, shall read:

The Board shall approve and submit the required annual report to the Department of Public Instruction.

- b. Form the strategic planning subcommittee. Director Dinkel advises having herself, President Abalan, one library board member and/or one to two library patrons to be on the committee. Amy Gee, a current library patron has agreed to be a part of the committee. The strategic plan should ideally be updated every four years as of now. A motion was made by Wright to accept the three persons listed, Dinkel, Abalan, and Gee, and to allow Director Dinkel to recruit up to two other persons to join the committee from the Friends of the Library or general patrons at Dinkel's discretion. The motion was seconded by Miller. The motion was approved.
- c. Review meeting room policy. Director Dinkel included in the board information packet, several area communities room policies for the board to look at. Dinkel heard comments from the board and she will try to incorporate these comments into a policy for us to look at by our next board meeting in August. Tabled until August.
- d. Director Annual Evaluation
 - i. A motion was made by Wright to move into closed session for the purpose of evaluating Director Dinkel according to WI Statute Section 19.85(1)(c). A second was made by Bahn. Motion passed.
 - ii. A motion by Bahn was made to move back into open session. Ostrander seconded. Motion passed.

11. Future Agenda items: In addition to standing items, a third reading by Director Dinkel of bylaws will be heard. Also, there will be board members elections at the next meeting in August. The meeting room policy will once again be reviewed. A discussion will be needed for purposes of moving cash fund balances currently held by the City into the Oshkosh Foundation.

12. Adjourn: A motion was made by Ostrander to adjourn the meeting. A second was heard from Shafer. The motion passed. The meeting adjourned at 5:53 pm.

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.

August 19 September 16 October 21 November 18

