

## Carter Memorial Library Board

Monday September 17, 2018

4:30 PM

**1. Call to Order** President Lisa Sharkey called the meeting to order at 4:30 PM in the Alder Room at the Carter Memorial Library.

**2. Roll:** Director Julie Stobbe, Lisa Sharkey, Tom Ellis, Marge Franzke, Barbara Hodgen, Heidi Wahlgren, Stacey Wright (late). Jim Braasch, Nicole Bahn absent.

### **3. Business**

**a. Minutes:** Tom Ellis motion, Barbara Hodgen 2<sup>nd</sup> to accept the minutes of the August 20, 2018 regular board meeting as received. Discussion regarding the part of the minutes that is highlighted in yellow, Director Stobbe explained that the highlighted paragraph was so that the Oshkosh Foundation could readily see the part that pertained to them. Motion passed unanimously.

**b. Expansion minutes:** Tom Ellis motion, Marge Franzke 2<sup>nd</sup> to accept the minutes of the September 10, 2018 expansion meeting as received. Motion passed unanimously. In respect for those unable to attend this meeting, some of the information listed on the minutes was further discussed, in particular the community center as it's own entity, and the city council possibly interested in collaborating with the library in a combined facility that would house city hall and the library in a new building, site to be determined. The next expansion meeting date is October 22, 2018 beginning at 4:30 PM.

**c & d. Revenues 2018:** Director Stobbe reported that the used book sales went extremely well in May and sales were average in August. It was noted that three account balances, Rental Property balance, Oshkosh Foundation balance, and the Future Capital Expenditure balance (Carryover), will be transferred to the Oshkosh Foundation new account that will be finalized in the near future.

**Expenditures 2018:** There is still an issue with the front door and a need to repair it especially when cold weather comes and it starts to shift again. New industrial hinges have to be found which might resolve the issue but they have to match what is there and no one knows where the original door information might be. Heidi Wahlgren motion, Stacey Wright 2<sup>nd</sup> to approve the revenue and expenditures as presented. Motion passed unanimously.

Lisa Sharkey said that she will check with her husband to see if he can take care of the furnace maintenance.

**e. Foundation Agreement:** Karlene Grabner director of donor services for the Oshkosh Area Community Foundation, provided the board with a document that would be used to establish the new account with the foundation. Each section was read and discussed with an interest in asking Karlene for clarification on some topics. Of most concern was section 4, which was re-written and would read as such:

**4. PURPOSE.** Distributions from the Fund shall be used to enable Carter Memorial Library to improve the quality of visitor experiences through improvements, additions, expansions, or new constructions, or through the acquisition of new furniture or equipment when the cost is beyond the capability of the operating budget.

The importance of how to define the way funds will be used after expansion was discussed as well as how to define how the money can be spent and who is authorized to spend the money. Withdrawals need to be according to bylaws and board approval.

The next step for the foundation agreement is to contact Karlene with the changes that were made to #4 and to document those changes in these minutes.

Heidi Wahlgren motion to accept the Oshkosh Area Community Foundation designated fund agreement as stated except for #4 PURPOSE with corrections read and noted. Discussion: Director Stobbe will speak to Karlene regarding the changes and Lisa Sharkey will be available to sign the document whenever or wherever necessary. Tom Ellis 2<sup>nd</sup> the motion. Motion passed unanimously.

**f. Library fund:** City administrator, Linda Kutchenriter, recommended that the library board maintain their own fund and manage the money similar to how the cemetery manages their funds. Director Stobbe will ask Linda to attend a future meeting (expansion or regular meeting) to explain this concept to us.

**g. Preliminary 2019 budget:** The importance of cutting the budget was taken very seriously and resulted in the following changes to Director Stobbe's preliminary numbers, based on previous actual expenditures and knowing that if ever there is an unexpected expense, the board can ask to amend the budget:

Reduce Training budget from \$1,000 to \$600.

Increased Water & Sewer from \$700 to \$800.

Reduce Gas and Electric from \$6,000 to \$4,000.

Reduce Building Equipment from \$500 to \$400.

Reduce Building Repair from \$10,000 to \$7,000.

Reduce Other Supplies and Expenses from \$8,560 to \$6,500.

Reduce Library Automation from \$20,500 to \$20,000.

The preliminary budget for Wages, Collection Enrichment, and Publications/Subscriptions will remain unchanged.

Preliminary budget for 2019 is \$218,143.00.

Director Stobbe explained how various accounts are documented, in particular: the income from the two rental properties is not listed on the budget, as it is part of the Carter fund, designated for expansion. The collection enrichment invoices come in November and at that time will be close to budgeted amounts. The Oshkosh Northwestern subscription cost was previously paid for by a donor who discontinued that donation and that expense had to be added to the budget. The other supplies and expenses account can contain costs to pay people that come to the library to give presentations or conduct programs. The library automation includes new laptops, WALS (online catalog maintenance, computer support, etc), and the Ancestry fees are always increasing.

Motion from Barbara Hodgen, 2<sup>nd</sup> by Stacey Wright to approve the 2019 preliminary budget as amended. Motion passed unanimously.

**h. The Public Relations position** discussion will be at the next expansion meeting due to the lateness of this meeting.

Clarification in the terminology of this position, it will not be called a marketing director.

**i. Meeting Room Policies** will be tabled for the next meeting. Director Stobbe asked the board to think about non-profit organizations, who gets charged to use the library and who doesn't? Some libraries don't charge anything for anyone to use library facilities. Does the library continue to store things for groups that use the Alder Room?

#### **4. Informational items**

**a. Statistics** include circulation numbers for the month of August. The e-readers seem to have settled in with an initial high usage and now tapered off. Numbers always fluctuate.

**b. Director Report:** Director Stobbe reported a \$1,000 donation to the library in memory of the donor's parents. The money was deposited in the current Oshkosh Foundation account.

Stobbe received notification of a new calculation for the library service population being at 7,743 people, the number currently was believed to be closer to 7,000.

A new service consultant at Winnefox will critique how the library is serving the community, especially the handicap accessibility.

The tenant at one of the rental units has asked for lenience and a payment plan for the August rent payment. Stobbe will monitor the situation and recurrence of delinquent payments. This situation prompted some discussion on the condition of the two rental houses.

The summer reading program was different this year and kids seemed to really like the rewards. There were a wide variety of events which averaged 59 participants per event. There was also an adult reading program with cash rewards. There were more adults and teens participating this year.

Director Stobbe noted the availability of trustee training in October.

A Powerful Planned Giving presentation is being offered at Bridgewood conference center in Neenah on Thursday, October 4<sup>th</sup>. Director Stobbe and Marge Franzke will attend (carpooling), Stobbe will take care of the registration. Stobbe will also be attending a seminar in Minneapolis this weekend.

#### **5. Adjournment:**

Barbara Hodgen motion, Heidi Wahlgren 2<sup>nd</sup> to adjourn. Motion passed unanimously.

Adjournment at 6:53 P.M.

Respectfully submitted  
Marge Franzke, secretary

#### **2018 / 2019 Board Meeting Schedule :**

Meetings will be held on the third Monday of the month at 4:30 p.m.

October 15, 2018

October 22, 2018 Expansion

November 19, 2018

December 17, 2018

January 2019 Board – Director Goals

February 2019 – Evaluation of Director

March 2019 – Open House Planning  
April 2019  
May 2019 – Reorganize Board  
June 2019

Proposed wage schedule:

<i>Employee</i>	<i>Rate of Pay 2019 fiscal year</i>
Julie Stobbe	\$25.24per hour
Joan Fraleigh	\$12.26 per hour
Wendy Decker	\$10.90 per hour
Susan Santana	\$10.80 per hour
Glen Mischka	\$9.86 per hour
Public Relations Coordinator	\$15.00 per hour