

Carter Memorial Library Board Meeting Minutes



Date: MONDAY, March 17, 2025

Time: 4:30 PM

Place: Carter Memorial Library

- I. Call to order. President Travis Shafer called the meeting to order at 4:35 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, Eileen Cimermancic, Barbara Hodgen, Tracey Miller, and Stacey Wright. Cindy Ostrander was absent.
- III. Public comments. None
- IV. Approval of agenda. A motion was made by Cimeremancic to approve the agenda. Seconded by Abalan. Motion passed.
- V. Approval of minutes. A motion was made by Miller to approve the regular board minutes from February 17. Motion seconded by Wright. Motion carried.
- VI. January 2025 vouchers payable.
- VII. Informational items.
 - a. January 2025 revenues. Motion made by Cimermanic to approve the January 2025 revenues as presented. Seconded by Wright. Motion carried.
 - b. January 2025 expenditures. Motion made by Abalan to approve the January 2025 expenditures. Seconded by Miller. Motion carried.
 - c. January donations. A donation from Cynthia Smith was recognized for the month of December. \$280.00 was received for the Phyllis Retzlaff Memorial.
- VIII. Director's report
 - a. Dinkel encouraged all to note the new circulation countertops. Staff had an inservice day on February 21. Along with workflows training, they completed many tasks including the creation of a tween graphic novel collection and located it in-between the tween and junior chapter books. Dinkel has begun to plan the Summer Reading Program with three performers already booked.
 - b. March, April and May continuing education events were listed. This included WTEC, ALL-WALS, Winnebago LAC, CCBC Workshop, and WAPL.
 - c. A new program, Moves n' Grooves, for children began and meets Fridays from 10:00 - 12:00 through March 28. Spring Break Programming has three events scheduled for adults, teens, and children ages eight and up.
 - d. A NEW board game collection is now on the shelves.
 - e. Friends of the Library have no current updates.

d. February 2025 statistics. Statistics show growth in many areas. Electronic circulation is up 43%. Ancestry was up 272% from last year.

IX. Unfinished business

a. Property Manager Contract. The current manager has resigned and returned all materials in his possession. Director Dinkel will investigate the process of rehiring for this position. Dinkel will request a written statement for services rendered up to the resignation. A job description will then need to be written up.

b. The 2025-2029 Strategic Plan was reviewed with main talking points and goals shared and distributed.

c. Omro Kiwanis: Director Dinkel has been approached by the Kiwanis organization about the Library's interest in joining with a hopeful Omro Kiwanis group. Discussion was held and some interest in the Library being a corporate sponsor was noted. The board and director are taking a wait and see stance as to what transpires with an Omro Kiwanis group's formation.

X. New business: None listed

XI. Future agenda items: Property manager contract and reappointment for some board members.

XII. Adjourn. A motion was made by Cimermancic to adjourn the meeting, seconded by Abalan. Motion carried. Meeting adjourned at 5:25 pm.

Submitted By Barbara Hodgen, Board Secretary

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>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>	