



## **Carter Memorial Library Board Meeting Minutes**

**Date: MONDAY, May 15, 2025**

**Time: 4:30 PM**

**Place: Carter Memorial Library**

- I. Call to order. Vice-President Stacey Wright called the meeting to order at 4:30 pm in the Carter Memorial Library.
- II. Roll call and introductions. Those present were Director Anna Dinkel, Library Board Vice-President Stacey Wright, Janet Abalan, Nicole Bahn, Eileen Cimerancic, Barbara Hodgen, Tracey Miller, and Cindy Ostrander.
- III. Public comments.

Travis Schafer joined the meeting as a guest to thank the board for its service to the Omro Library. Schafer has resigned his position as board president as he will be relocating. The board was able to reciprocate thanking him for his contributions.
- IV. Approval of agenda. A motion was made by Cimerancic to approve the agenda. Seconded by Ostrander. Motion passed.
- V. Approval of minutes. A motion was made by Abalan to approve the regular board minutes from April 21, 2025. Motion seconded by Cimerancic. Motion carried.
- VI. March 2025 vouchers payable.
- VII. Informational items.
  - a. March 2025 revenues. Motion made by Abalan to approve the March 2025 revenues as presented. Seconded by Ostrander. Motion carried.
  - b. March 2025 expenditures. Motion made by Bahn to approve the March 2025 expenditures. Seconded by Cimerancic. Motion carried.
  - c. March 2025 donations. An anonymous donation was received to the Library Facility Improvement Fund at the Oshkosh Area Community Foundation in the amount of \$50.00.
- VIII. Director's report
  - a. Director Dinkel informed the board that the final touches are made for the 2025 Summer Reading Program kicking off on June 9. Dinkel has also produced a 2025 Summer Reading Program Kids Calendar. The board received a paper copy. The calendar is also online and is filled with activities for June and July. Dinkel has completed the 2025 summer newsletter on the website. Both kindergarten and first grade classes from the Omro School district are visiting the library in May. The property manager job description was completed and is now on the web. Dinkel handed out a hard copy for the board to review. The library is actively recruiting a board member to

replace the outgoing Travis Schafer.

b. Director Dinkel attended a children's nonfiction book sale in Berlin on May 7 where she was able to procure children's nonfiction books at a great price for Carter Memorial Library as well as attending the WTEC meeting on May 9. She will attend WLAC and the WTEC meetings in July.

c. Spring Storytime has been held on Tuesdays from April 1 and will conclude on May 20. Spring babytime was held today, May 15. J & R Aquatic Rescue will present a program on Saturday May 31. Kindergarten visits were today, the 15th and continue tomorrow the 16th of May. 1st grade visits will be on May 22 with a scavenger hunt and conclude on May 27 with a tour. Tuesday, August 5, will see author Marty Schreiber visiting the library.

d. Director Dinkel is working on another option for audio equipment for kids (Yoto Boxes), which would be purchased through the King Account. There are new titles in the kid's non-fiction section and a new minute tracking app, Reader Zone, will be used for the Summer Reading Program.

e. Friends of the Library will be meeting on June 2 at 5:00 p.m. where they will be planning a summer raffle basket. The friends also met in May and made a \$1,000 donation to the library which will help support the summer reading programming.

f. April 2025 statistics. Many areas of growth are shown. Teen circulation continues to be up with a 63% increase for April. Electronic circulation showed a total circulation increase of 11% since April of 2024. Ancestry remains up with a 49% increase since 2024.

#### IX. Unfinished business

a. Property Manager Job Description/Employment Status Update. Director Dinkel had a hard copy of the property manager description to share with the board. It is also live on the Web. In the interim of a hired manager, a motion was made to hire a temporary lawn mower for 431 Huron Street by Cimermancic. Hodgen seconded the motion, and the motion was approved. Ostrander abstained. Cimermanic moved that the board look at property manager applications at the next meeting on June 15. Ostrander seconded the motion and the motion passed.

b. The Fair Labor Standards Act was reviewed. As this ruling is in litigation at this time, the current federal FLSA law stands. No motion or action needs to be taken at this time.

#### X. New business

##### a. 2025-2026 Officer Elections.

- A motion was made by Miller to nominate Stacey Wright for board president. Abalan seconded the nomination. Nominations for the presidency were closed. Motion was voted on and passed.
- A motion was made by Wright to nominate Janet Abalan as vice president. Motion seconded by Bahn. Nominations for the vice presidency were closed. All voted and motion passed.
- Miller nominated Cimerancic to take on the secretarial duties. Seconded by Abalan. Nominations closed. Motion passes.
- Nomination for Bahn to retain her position as library treasurer was made by Hodgen. Seconded by Miller. Nominations closed. Motion passed.

XI. Future agenda items

a. Director Annual Review. Abalan will send the review form for annual review to Wright that has been used in the past. Wright will send out the evaluation for members to fill out. Forms are due June 6 to Wright.

b. Internet and computer policy. Dinkel will be working on an updated computer policy which will be presented at the June meeting.

XII. Adjourn. A motion was made by Cimermancic to adjourn the meeting, seconded by Bahn. The motion carried. Meeting adjourned at 5:34 pm.

*Submitted By Barbara Hodgen, Board Secretary*

**2025 Board Meeting Schedule**

Meetings are at 4:30 pm on the 3<sup>rd</sup> Monday of the month. Board meetings are not scheduled for July and December. (September meeting will be skipped in 2025)

*June 16      August 18      October 20      November 17*