



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

**Date: MONDAY, November 17, 2025**

**Time: 4:32 PM**

**Place: Carter Memorial Library**

- I. Call to order. President Stacey Wright called the meeting to order at 4:32 pm in the Carter Memorial Library.
- II. Roll call and introductions. Those present were Director Anna Dinkel, Library Board President Stacey Wright, Janet Abalan, Nicole Bahn, Eileen Cimermancic, Barbara Hodgen, Tracey Miller, Scott Jorgenson, and Cindy Ostrander.
- III. Public comments.
- IV. Approval of agenda. A motion was made by Ostrander to approve the agenda. Seconded by Jorgenson. Motion passed.
- V. Approval of minutes. A motion was made by Ostrander to approve the regular board minutes from October 20, 2025. Motion seconded by Hodgen. Motion carried.
- VI. September 2025 Vouchers Payable.
- VII. Informational items.
  - a. September 2025 revenues. Motion made by Abalan to approve the September 2025 revenues as presented. Seconded by Bahn. Motion carried.
  - b. September 2025 expenditures. Motion made by Jorgenson to approve the September 2025 expenditures. Seconded by Abalan. Motion carried.
  - c. September 2025 donations. No donations.
- IX. Director's report
  - a. Narcan will be dropped off by the Winnebago County Health Department soon.
  - b. Dinkel is looking into options to pay for the AED that she would like to purchase. There are reimbursement and grant opportunities that she is looking into.
  - c. The front door was ordered on October 21 and should be in any day.
  - d. The back door is having issues locking and unlocking now. Someone should be coming to look at it tomorrow.
  - e. Dinkel is working on the winter newsletter and is hoping to have it out this week.
  - f. Dinkel is planning for the succession of a retiring employee including teaching other employees how to process books.
  - g. The Phyllis Davis memorial donations are being used in the children's section on a new sensory table and a comfy reading chair as well as some children's tables for the community room.
  - h. The library will be closed over the Thanksgiving weekend (Thurs.-Sun.)

and over Christmas from Dec. 24-25 and shortened hours on Dec. 26, as well as Dec. 31-1.

- i. Dinkel attended a summer reading planning meeting on Nov. 10.
- j. Dinkel attended a WTEC meeting on Nov. 14 and she told us about some of the updated policies.
- k. Dinkel will be attending the ALL-WALS meeting on Dec. 9.
- l. Storytime and babytime are still running.
- m. The library will be hosting a Holiday Checkout Challenge from Dec. 1-23.
- n. The library will be hosting Holiday Winter Bingo
- o. Holiday craft classes are scheduled for Nov. 18, 19, & 22.
- p. Dinkel updated us on the temporary ordering through Winnefox.
- q. An extra new books were ordered for the adult fiction section.
- r. The Friends are hosting a silent auction which started today and will go through Dec. 6.

#### IX. Unfinished business

- a. Property Manager Employment Status Update. The position was posted on Facebook. Dinkel is working on getting the position posted on LinkedIn. She is looking at other outlets as well. She is also looking into property management companies in the area. The board discussed what interviews would look like for the open position. A motion was made by Cimermancic that if no one individual applies for the property management job by January 1, Dinkel may use her discretion to hire a property management firm. Motion was seconded by Ostrander. Motion passed.
- b. 2026 Budget. Dinkel updated the board on the 2026 Budget that is being presented tomorrow night. A motion was made by Bahn to approve the 2026 Budget. Motion was seconded by Jorgenson. Motion passed.
- c. Expansion Updates. Dinkel updated the board on how the county's funding for the Menasha library renovations turned out.

#### X. New business

#### XI. Future agenda items

- a. Put discussion of the next steps in our future expansion back on the agenda for February.
- b. Property Management Updates
- c. Wendy retirement gift

XII. Adjourn. A motion was made by Abalan to adjourn the meeting, seconded by Jorgenson. The motion carried. Meeting adjourned at 5:39 pm.

*Submitted By Eileen Cimermancic, Board Secretary*

#### **2026 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.

*January 19*

*February 16*

*March 16*

*April 20*

*May 18*

*June 15*

*August 17*

*September 21*

*October 19*

*November 16*