

**Carter Memorial Library
Library Board Meeting
Monday, October 16, 2023
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 Ludwig, Janet Abalan, Nicole Bahn, Jeffrey Beem, Eileen Cimermanic, Cindy Ostrander, Travis Schafer, Stacey Wright and Barbara Hodgen.

3. Public Comments: None

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

5. Approval of Minutes: A motion was made by Ostrander to accept the minutes from the September 18, 2023 board meeting as written. A second was made by Beem. The motion carried.

6. August 2023 Vouchers payable: A comment from Director Ludwig clarified that financial Statements from the end of July to the beginning of August were not balanced. Therefore, August vouchers in some bylines would be incorrect. August Vouchers will be finalized at the November meeting.

7. Informational items:

- a. Revenues: A motion was made by Schafer to approve the August 2023 revenues as written. The motion was seconded by Wright. The motion passed. Director Ludwig made note of moving some funds from the King Trust to maximize interest income.
- b. Expenditures: A vote on approving expenditures was tabled until the November meeting.
- c. Donations: The library's donation jar total by August 15 was \$140.92. Further donations received were; donation from the Estate of Marilyn Gruetzmacher in the amount of \$500.00, donation from Chris Meinen in memory of her sister, LeeAnn Meinen, in the amount of \$100.00, and a donation from the Pacatte Family in memory of a classmate in the amount of \$500.00 for an August total of \$1,100.00 plus the donation jar total of \$140.92.

9. Director's report:

- a. Administrative duties included more contact with White House Painting for additional painting clarification; Master Gardeners helped with fall cleanup, readying the outside for winter; attending an upcoming county funding meeting; presenting the budget to the City of Omro, which has been approved by the city; and Director Ludwig purchased a new movable 3 ft tall bookshelf for the children's area for practicality of use.
- b. Continuing education duties found Director Ludwig attending a Crisis Communication Plan Workshop presented by the DPI in Clintonville. This workshop primarily dealt with knowing who to contact and how much to reveal should a crisis occur at the library. This information will prompt a policy review for the Carter Memorial Library. Director Ludwig will also be attending the upcoming WLA Conference.
- c. Programming and outreach efforts are in full swing with; Bookmarks @ Dauntless Soul Brew Co.; Art in the Library is restarting with the help of the Omro School District's art teachers; Art with Miss Anna featuring Enchanting Halloween Luminaries was held on two October afternoons; and the fall programming with the storytime series is winding down. There are currently 31 bookworms enjoying book subscription boxes who are joined by 10 book lovers in the teen and adult category. Wind down Wednesdays are in full swing and a fall storywalk using "Bonaparte Falls Apart" is available for the month of October. There will be a holiday craft day with Wendy in November and a holiday centerpiece class in December run by Kaitlyn Andrews of the Black Eyed Susan Flower Studio in Omro.
- d. Circulation and collection management has staff updating the youth collection and updating the children's holiday books with new Halloween and Thanksgiving books.
- e. The Friends of the Library's Quilt Raffle is ongoing.
- f. September 2023 statistics show electronic circulation higher this month than a year ago. Library services statistics show a 978% increase in attendance for in-house activities.

- The complete September Director's Report is available by clicking the link at the end of the minutes.

10. Unfinished Business:

- a. An interior paint bid from White House Painting has been received in the amount of \$8,975.00 which was accepted at the September Board Meeting. After further review, Director Ludwig contacted White House

Painting and asked if three metal frames and 14 additional doors could be added to the original estimate. White House Paint resubmitted a rough estimate with \$2,000.00 added to the original estimate. After discussion, Cimmermancic made a motion to accept the bid. Wright seconded the motion and the motion passed.

- b. Director Ludwig indicated that in terms of the library building and space planning, the signage for the library will be looked into, particularly signage on Huron street to identify the building as the Carter Memorial Library. Director Ludwig has noticed that a small hole has been chewed in the building's fascia which should be fixed sooner rather than later. Director Ludwig reported that after a preliminary look the library appears to be mostly ADA compliant. However, there are no changing tables in either bathrooms and new sink fixtures should be installed so that the hot water can be used. Director Ludwig also indicated the library furniture is in good condition. She mentioned that patrons need a small space for studying, for one on one, or small groups other than the community room. This is primarily due to privacy issues. Director Ludwig is planning to get to the Middleton library to gather information on space usage. Space planning will be a primary concern for the final presentation for expansion in January.

11. New Business: Director Ludwig will invite Brandon Hennes, Omro's new City Administrator to the November Board Meeting.

12. Future Agenda items. In addition to standing items, Jeffrey Beem, a county representative, will need to be replaced due to his move out of the district. Beem was given thanks for his service and input to our library board.

13. Adjourn: A motion was made by Bahn to adjourn the meeting. A second was made by Beem. The motion passed. The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Barbara Hodgen, Secretary

2023 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.

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