



## Carter Memorial Library Board Meeting Minutes

**Date: MONDAY, OCTOBER 21**

**Time: 4:30 PM**

**Place: Carter Memorial Library**

- I. Call to order. President Travis Shafer called the meeting to order at 4:33 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 Cimermanic, Cindy Ostrander, and Stacey Wright. Those absent were Tracey Miller and Barbara Hodgen.
- III. Public comments. No public comment.
- IV. Approval of agenda. A motion was made by Ostrander to approve the agenda, seconded by Abalan. Motion passed.
- V. Approval of minutes. A motion was made by Ostrander to approve the minutes from September 16, 2024; October 7, 2024; and updated minutes from August 19, 2024. Seconded by Wright. Motion carried.
- VI. August 2024 vouchers payable. No discussion.
- VII. Informational items
  - a. August 2024 revenues. Motion made by Ostrander to approve the August 2024 Revenues as presented. Seconded by Bahn. Motion carried.
  - b. August 2024 expenditures. Motion made by Bahn to approve the August 2024 expenditures as presented. Seconded by Wright. Motion carried.
  - c. August 2024 donations. No donations in the month of August.
- VIII. Director's report.
  - a. Director is continuing library strategic planning subcommittee with a meeting tomorrow night (October 22). October is the height of the 2025 budget season. On Thursday Anna attended the Winnebago County Agricultural & Extension committee to speak with them about the 2025 county budget request, and she will be attending city council tomorrow (October 22) for another budget workshop.
  - b. Dinkel will be out of the office for the Wisconsin Library Association annual conference at the beginning of November.
  - c. Fall programming continues. Storytimes will run through the second week of November. The National Library Card Sign Up Month had great success with 60 participants. There will be two upcoming reading challenges and checkout challenges for different age groups in November and December.
  - d. September 2024 statistics. September circulation was up 20%. There was a 12% increase in foot traffic from last year, and a 28% increase in computer usage.
- IX. Unfinished business
  - a. 2025 budget update. Budget was updated with accurate benefit numbers for full and part time employees.
- X. New business
- XI. Future agenda items
  - a. Revisit property manager contract
- XII. Adjourn. A motion was made by Abalan to adjourn the meeting, seconded by Cimermanic. Motion carried. Meeting adjourned at 5:28 pm.

*Submitted By Anna Dinkel, Library Director*

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### 2024 Board Meeting Schedule

Meetings are at 4:30 pm on the 3<sup>rd</sup> Monday of the month.

*November 18*