



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

**Date: MONDAY, October 20, 2025**

**Time: 4:29 PM**

**Place: Carter Memorial Library**

- I. Call to order. President Stacey Wright called the meeting to order at 4:29 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 Hodgen. Motion passed.
- V. Approval of minutes. A motion was made by Hodgen to approve the regular board minutes from August 18, 2025. Motion seconded by Ostrander. Motion carried.
- VI. July 2025 Vouchers Payable.
- VII. August 2025 Vouchers payable
- VIII. Informational items.
  - a. July 2025 revenues. Motion made by Jorgenson to approve the July 2025 revenues as presented. Seconded by Abalan. Motion carried.
  - b. August 2025 revenues. Motion made by Bahn to approve the August 2025 revenues as presented. Seconded by Hodgen. Motion carried.
  - c. July 2025 expenditures. Motion made by Miller to approve the July 2025 expenditures. Seconded by Ostrander. Motion carried.
  - d. August 2025 expenditures. Motion made by Abalan to approve the August 2025 expenditures. Seconded by Hodgen. Motion carried.
  - e. July & August 2025 donations. The Donation Jar was cashed in with a total of \$322.88 which was put into the Facility Improvement Fund.
- IX. Director's report
  - a. Director Dinkel updated the board on the addition of an AED as well as the carrying of Narcan in the building. She will talk to the police and fire departments to look into recommended AED's. Dinkel contacted Winnebago County to inquire about acquiring Narcan. They will be providing her with some to carry as well as providing training on its use and storage.
  - b. Director Dinkel informed the board that Tri-City Glass has cashed our check for payment of the front door project. She has not heard from our project manager

from the company as of yet. She has contacted the manager letting him know she is still awaiting contact.

- c. An employee will be retiring in February and her succession will need to be planned.
- d. Director Dinkel and Wendy cleaned up the gardens surrounding the building and considered plans for the gardens in the spring as our master gardener has moved away.
- e. Director Dinkel highlighted the new storage cabinet donated by the Friends of the Library.
- f. Director Dinkel is applying to become a PBS Kids Library Ambassador, which comes with training and a grant to do some children's programming.
- g. Dinkel informed the board that the City, as well as the Library, will be getting new phone service.
- h. Staff training took place on August 25th. Dinkel updated the staff on new Winnefox guidelines.
- i. Dinkel attended the WLAC meeting on October 9 and a Winnebago County Ag & Extension Committee Meeting on October 15.
- j. Dinkel will attend the WTEC meeting on November 14
- k. Dinkel updated the board on current programming including Fall Storytime and Babytime, a Fall Storywalk, Witch Craft Book Craft, Mummy Eyes Craft, Trick or Treating, and more upcoming holiday Crafts.
- l. The Yoto Boxes are in circulation and are a big hit.
- m. Dinkel informed the board that our main book distributor, Baker and Taylor, will be going out of business effective immediately and we will need to start working with a new vendor as soon as possible.
- n. The Friends of the Library will be holding their silent auction Monday, November 17- Saturday, December 6th. They are currently looking for basket donations.
- o. August 2025 statistics.
- p. September 2025 statistics.

#### IX. Unfinished business

- a. Property Manager Employment Status Update. Director Dinkel let the board know that no one has applied for the property manager position. Dinkel will look into how much property management companies charge. Nicole has volunteered to continue to be the back up go-to for our renter. A motion was made by Ostrander to post the open position on Indeed. Seconded by Jorgenson. Motion passed.
- b. Printing and Faxing Fee Schedule. Dinkel let the board know that the library is currently charging the same fee for black and white copies and color copies, even though it costs the library more money. The amount of color printing/copying is significant and the cost needs to be addressed. Dinkel presented the proposed new fee schedule, updating the color printing/copying cost to be \$.25 cents while lowering the black and white printing/copying cost to \$.10 cents. It was moved by Hodgen and seconded by Jorgenson to approve the new Equipment Use Policy & Fee Schedule as of today, October 20, 2025. Motion passed.
- c. Preliminary 2026 Budget. No update as it hasn't been addressed by the City.

#### X. New business

a. WALs Fee Schedule Refresher. Dinkel updated the board on our WALs fees for 2026 and refreshed our knowledge on how those fees are determined.

b. 2025-2026 Library Board Picture. We took a picture.

XI. Future agenda items

a. Property Manager Status Update.

b. Expansion Updates at the November meeting.

XII. Adjourn. A motion was made by Ostrander to adjourn the meeting, seconded by Bahn. The motion carried. Meeting adjourned at 5:54 pm.

*Submitted By Eileen Cimerancic, 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)

*November 17*