

**Carter Memorial Library
Library Board Meeting
Monday, September 18, 2023
4:30 p.m.**

1. Call to Order: President Janet Abalan called the meeting to order at 4:31 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 Cimermancic, Cindy Ostrander, Travis Schafer, Stacey Wright and Barbara Hodgen.

3. Public Comments: None

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

5. Approval of Minutes: A motion was made by Ostrander to accept the minutes from the August 21, 2023 board meeting as written. A second was made by Wright. The motion carried.

6. July 2023 Vouchers payable: No discussion was had on the July vouchers.

7. Informational items:

- a. Revenues: A motion was made by Schafer to approve the July 2023 revenues as written. The motion was seconded by Beem. The motion passed.
- b. Expenditures: A motion to accept the July 2023 expenditures as written was made by Bahn. The motion was seconded by Cimermancic. The motion passed.
- c. Donations: There were no July donations to report.

9. Director's report:

- a. August 2023 statistics show similarities shared with 2022 statistics. In house activity attendance coincidentally was 124 for 2022 and 124 for 2023.
- b. Administrative duties included procuring a painting estimate, setting a date for fall cleanup, continuing work on the 2024 budget and a failed air conditioning unit replaced by Martens Heating and Cooling in the amount of \$6,464.00.
- c. Continuing education duties saw Director Ludwig attending tech days, workshops and conferences.
- d. Programming and outreach efforts showcase Director Ludwig setting up a new book club being held at Dauntless Soul Brew Co, Art with Miss Anna, storytime, book subscription boxes and unwind Wednesday. Additionally, Director Ludwig is submitting events to the Omro Herald on a weekly basis and notes that September is National library card sign up month.
- e. Circulation and collection management has staff relabeling adult nonfiction to make titles easier to read and updating both youth books, children's books and Wonderbooks.

- 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. After discussion, Wright made a motion to accept the bid, Schafer seconded the motion, and the motion passed.
- b. There was nothing to report in regards to the library building and space planning so this item will be moved to the October meeting.
- c. Board members were asked to look over the Materials Selection Policy supplied by Director Ludwig last month. After discussion, Cimermancic made a motion to accept the Materials

Selection Policy. The motion was seconded by Beem and passed.

- d. Director Ludwig explained small changes in the preliminary budget due to county funds input, health insurance increases and the salaries and benefits showing less this year as the marketing position was removed. Director Ludwig shared with board members the basis on which the City of Omro generally bases wage increases on and also the current Consumer Price Index. After discussion, Cimmermancic made a motion to approve the preliminary 2024 budget as presented with a 5.8% wage increase for all library employees. This was followed by a second from Beem. The motion passed and the 2024 Budget was approved.

11. New Business:

- a. Director Ludwig informed board members of memorials coming in for Theo Knigge, a former director of the Carter Memorial Public Library. Director Ludwig suggested setting up a checking account at Fortify Bank specifically for Theo Knigge memorials to assure funds are kept separate. After discussion, Ostrander made a motion to open this checking account. Wright seconded the motion with the motion passing. The Winnebago County Farmer's Bureau had requested ideas on a specific donation project and Director Ludwig suggested some projects which included a memorial garden, a book bench, or statue.
- b. Corrine McCarthy representing the Friends of the Library, appeared before the board to introduce herself to the board and explain some of the activities of the Friends group. The group consists of approximately 18 people, with a core group of six or seven which consistently attend meetings. Corrine listed some recent fundraisers, such as the quilt raffle going on now with the drawing following Thanksgiving. Other successful raffles in the past were the Mother's Day and Father's Day raffles. Corrine

was excited to share information on last fall's silent auction which was held with success. Using the funds raised, the Friends were able to support the summer reading program. Additionally, it was reported that former director Julie Stubbe is the group's new secretary and will share duties with Helen Moller. The group has been functioning for many years and will once again be visible at Omro's Oktoberfest. The Friends group is always open to new members, new ideas, and new suggestions.

12. Future Agenda items. In addition to standing items, October's agenda will include an update on Library building and space planning.

13. Adjourn: A motion was made by Ostrander to adjourn the meeting. A second was made by Schaffer. The motion passed. The meeting adjourned at 5:24 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.

October 16

November 2

[September 2023 | Director's Report](#)