

Carter Memorial Library
Library Board Meeting
Monday, September 16, 2024
4:30 p.m.

1. Call to Order: President Travis Shafer 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 Dinkel, President Travis Shafer, Janet Abalan, Nicole Bahn, Eileen Cimermancic, Tracey Miller, Cindy Ostrander, Stacey Wright and Barbara Hodgen.

3. Public Comments: No public comments.

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

5. Approval of Minutes: A motion was made by Ostrander to accept the minutes from the August 19 Library Board Meeting as written. A second was made by Wright. The motion carried.

6. July 2024 Vouchers Payable: No discussion

7. Informational items

a. 2024 July Revenues: A motion was made by Cimermancic to approve the July 2024 Revenues as written. The motion was seconded by Ostrander. The motion passed.

b. July 2024 Expenditures: A motion was made by Wright to approve the July 2024 expenditures. The motion was seconded by Bahn and the motion passed.

c. July 2024 donations: Totals from the donation jar were in the amount of \$427.62.

8. Director's report:

a. Administrative duties for Director Dinkel included moving funds over to the OACF;

preparing for the upcoming meeting with the Carter Memorial Library Strategic Planning committee; updating the faucets in the men's and women's bathroom with assistance of city maintenance; updating the PDF on 2024 goals & objectives; cleaning out three file cabinets in the Director's office; and communicating with Courtney Shrimp (6th grade ELA teacher) about monthly library visits. Director Dinkel also reported that all contracted painting for the library has been completed.

b. Director Dinkel's continuing education saw her attending the WTEC meeting on September 13. One objective for this meeting was to look at the budget for next year along with technology updates. Dinkel explained that one of the servers at Winnefox will need to be replaced. Director Dinkel will be participating in the Wisconsin Tech Days online on September 17 and the WLA Conference Wednesday, November 6 through Friday, November 8 in Green Bay.

c. Programming and outreach duties of Director Dinkel included new fall window displays; the continuation of the two Library Book Clubs meeting on September 19 and September 26; Fall Storytime beginning on September 10 and continuing through November 12; and Fall Babytime held September 12 to November 14. Dinkel is also putting together a scavenger hunt for National Library Week and is planning a check out challenge for the fall reading program.

d. Duties involved with circulation and collection management saw Director Dinkel and staff switching the location of children's nonfiction and children's chapter books. In preparation for this move staff have weeded out children's nonfiction materials and are working on creating a tween collection of chapter books and graphic novels. Dinkel reported that the Experience Passes Program is going over extremely well with 63 checkouts since the program's start in June. The Wonderbook chapter book collection is circulating well. There have been 21 chapter book circulations in about three weeks of tracking. There will be a new addition coming soon to circulation with WhaZooddle, a playaway product.

e. Director Dinkel reports the Friends will hold a meeting on October 7 at 5:00 p.m. Friends elected a new slate of officers at their September meeting. Sam Mehrl was elected as President, Jana Secord as Treasurer, and Mike Voigt as Secretary. They will be meeting again in October.

f. [August 2024 Statistics](#): Of note is the increase in electronic circulation once again with magazines up 92%, HOOPLA up 92%, and activities attendance up 79% since August of 2023. (*Click the link for a full report in all categories.*)

9. Unfinished Business:

a. The Carter Memorial Library Board Updated Bylaws are now fully functional and binding after three readings as required.

- b. Director Dinkel has updated the 2024 Library Board members contact sheet. The Library Board's picture was updated as well.
- c. The revised Library's Meeting Room Policy was presented by Director Dinkel. A motion was made to accept the meeting room policy with additions as recommended by Cimermancic. Wright seconded. Motion passed.

10. New Business:

- a. Commendation of service to outgoing President, Janet Abalan.
- b. Approval of children's shelving units using Theo Knigge Memorial Funds and the Treleven Estate Donation. A motion was made by Wright to buy the children's shelving using the Knigge and Treleven Estate Donations. Cimmermancic seconded the motion and the motion passed.

11. . Future Agenda items: A review of property managers fee.

12.. Adjourn: A motion was made by Abalan to adjourn the meeting. A second was heard from Miller. The motion passed. The meeting adjourned at 5:35 pm.

Respectfully submitted,
Barbara Hodgen, Secretary

2024 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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