

**Carter Memorial Library**  
**Library Board Workshop: Expansion**  
Monday September 10, 2018

**Meeting began at 4:31 PM in the Alder Room at the Carter Memorial Library.**

**Attendance:** Director Julie Stobbe, Lisa Sharkey, Jim Braasch, Marge Franzke, Stacey Wright, Tom Ellis, Nicole Bahn. Absent: Barbara Hodgen, Heidi Wahlgren

**Agenda:**

1. City Council meeting discussion
2. Foundation agreement
3. Public Relations Coordinator Position
4. Budgeting for added Position

*Note: Minutes are not necessarily in the same order as listed on the agenda.*

Four representatives from the library attended the August 21st city council meeting to inform the council of the need for a new marketing/public relations coordinator position and to familiarize the council with what the library expansion goals are and research that has been done regarding building sites. Mr. Wurtz, the city attorney, stated that the council sets the library budget and whatever position is added, would have to be covered by the allowed budget. Jim Braasch, council member and library board member, stated that the council is receptive to the library expansion and might be on board with forming a partnership with the library, building a new city hall that would also house the library, but probably not for 2 or 3 years. Discussion also involved the community center and their needs for a different site. Lisa Sharkey and Julie Stobbe talked to City administrator, Linda Kutchenriter, regarding the library budget and consolidation and she will get back to Julie regarding any updates. As an informational tidbit, currently the city hall has 3,300 square feet and the police department has 1,700 square feet in their current location. The library currently has 3,800 square feet and is projecting a need for 10,000 square feet.

There was extensive discussion on how the library budget can be trimmed so that the budget allowance follows more closely with the actual budget used each year. Director Stobbe has accounts that she would not like to see trimmed down but other accounts might be ok with less money. There were some recommendations made and Stobbe will put those new figures in a budget format for the board to look at during the next regular board meeting next week. Of concern is where the money for a new position will come from. General consensus was that there should not be as much overage in the budget as in the past, not as much money should go into the carryover account.

The Oshkosh Foundation put together an agreement which documents the specifics of the endowment fund that will be established. The agreement needs to be approved, after discussion at the next regular board meeting.

Discussion about the new marketing/public relations coordinator position continued with timeline concerns, when will the position be posted? When will the person begin employment? What would the board most like to see this person do?

Discussion again on the library home page and the need for something shouting out to people that the library would love to take donations earmarked for expansion. The library events and meeting room calendar are currently listed on the home page and are important to be there, as well as expansion news.

Stobbe handed out "Demystifying the Library Building Process" document and asked that the board look at it so that it can be discussed at the next expansion meeting, October 22<sup>nd</sup>. Stobbe will be attending a conference in Minneapolis at the end of September that deals with library expansion and she will share information from the conference.

The next regular board meeting is Monday, September 17<sup>th</sup>.  
The next meeting for expansion is Monday, October 22, 2018 at 4:30 PM.

**Meeting ended at 5:27 PM**

Respectfully submitted  
Marge Franzke, secretary