

**Carter Memorial Library**  
**Library Board Meeting**  
**Monday, May 20,**  
**2024**  
**4:30 p.m.**

**1. Call to Order:** President Janet Abalan called the meeting to order at 4:30 p.m. in the Carter Memorial Library Alder Room.

**2. Roll call and introductions:** Those present were Director Anna Dinkel, Janet Abalan, Nicole Bahn, Eileen Cimermanic, Tracey Miller, Cindy Ostrander, Stacey Wright and Barbara Hodgen. Travis Shafer was absent. Guest, Brandon Hennes, City Administrator, was re-introduced to the Board. Director Dinkel also introduced members to Tracey Miller, our newest trustee.

**3. Public Comments:** Hennes discussed his responsibilities as the City Administrator. He is nearing one year of service to the community. His role and responsibility within the library includes input on any major budgetary questions, future expansion, human resources, payroll, and processing invoices. He does not oversee Director Dinkel's administration but they do work together.

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

**5. Approval of Minutes:** A motion was made by Ostrander to accept the minutes from the April 15, 2024 board meeting as written. A second was made by Wright. Miller abstained. The motion carried.

**6. March 2024 Vouchers Payable:** No discussion.

## **7. Informational items:**

- a. March 2024 Revenues:** A motion was made by Wright to approve the March 2024 Revenues as written. The motion was seconded by Bahn. The motion passed.
- b. UPDATED January 2024 Revenues and UPDATED February 2024 Revenues.** A motion was made by Ostrander to approve the Updated January 2024 and Updated February 2024 revenues. The motion was seconded by Miller. The motion passed.
- c. March 2024 Expenditures:** A motion was made by Wright to approve the March 2024 expenditures. The motion was seconded by Bahn. Motion passed.
- d. March 2024 Donations:** There were no donations to report in March.
- e. 2024 County Funding:** Director Dinkel explained that in 2024 Winnebago County funded a request from the Winnebago County library directors in the amount of \$98,469.00. The county also approved special funds this year of \$12,494.80. Director Dinkel explained that the county libraries expenses have increased since the Pandemic due to digital resources, one of them being Hoopla. Of this request, \$6,000.00 will be Hoopla Funding and the other approximately \$6,000.00 will go to fund summer programming. Director Dinkel will be meeting with the county soon making sure smaller libraries such as Omro and Winneconne are well represented and not forgotten. Director Dinkel is also desiring to increase programming but understands that would require more staff.

## **8. Director's report:**

- a.** Administrative duties for Director Dinkel included purchasing, assembling

and hanging diaper changing stations in the two library's restrooms. The library's artwork was also rehung following the library repainting. Dinkel will reach out to Mike White in regards to finishing the exterior doors painting. Director Dinkel indicated that all 2023-2024 staff evaluations are completed as well as the onboarding for a new library board member which included a packet of information for trustees. Dinkel has also indicated and publicized that the library will be closed May 25 & May 27 for Memorial Day as well as July 4, 5, & 6 for the Fourth of July.

**b.** Director Dinkel's continuing education included ALL WALS held in April. The librarians had a basic review and discussed getting various libraries of records updated so that they are searchable. Dinkel also attended WTEC in May where they discussed database purchasing decisions for 2024 -2025. Dinkel went on to explain that Libby is a part of these decisions funded by Winnefox. She explained that Libby is very economical to use. Dinkel has the Winnebago Directors Meeting in June where the county agreement will be worked on. The County board will have to approve it. She will also be attending WLAC in July for budgetary purposes.

**c.** Programming and outreach have included 1st grade visits from HB Patch, Kindergarten visits, and a 1st grade scavenger hunt. The two book clubs continue to meet, one at Bookmarks & Dauntless Soul Brew Co, and an upcoming club meeting of Cover to Cover on May 23. Dinkel also informed the board that the Omro Library received 278 entries for the National Library Week Design A Kids Card contest. Omro Library Staff voted on the winning entry and there will be 300 limited edition kids cards printed.

State Park passes have been purchased again for patrons to explore state parks. Patrons can check the pass for a one-day visit. An experience pass program is also in development. Some of these passes will be to the Appleton's Children's

Museum, Wisconsin Historical Society and Sheboygan's BookWorm Gardens. These passes are for families or adults. They will have a five day checkout window. Dinkel will promote these using Facebook, face to face contact with patrons, and her weekly newspaper column printed in the Omro Herald.

Director Dinkel shared handouts with the board containing information on the summer reading program which included a calendar of events for kids, teens and adults. Some highlights include the "Seeing Stars Planetarium" at OES during the summer reading program, "Attic Trunk Storytelling," and J & R Aquatic Animal Rescue Program in July. Dinkel will be launching a kid's book club. Storytime will begin again when summer reading programming begins.

**d.** Circulation and Collection Management duties continue with the relabeling of paperbacks and children's picture books.

**e.** Director Dinkel reports the Friends group revitalization meeting is on Monday, June 3.

Statistics from the library continue to show positives in circulation, both hardcopy and electronic. Electronic magazine usage topped out the month with a 239% increase.

## **9. Unfinished Business:**

- a. Jackson Life Insurance Policy update: Director Dinkel informed the board that the current account must be surrendered before funds can be received. Once this is done, the bank will send a check and the funds will be put into a new annuity. Director Dinkel and president Abalan will sign the necessary forms tonight. Some discussion was had on how to get the money back to Bob Pencil at Associated Bank Investment Services in Appleton. Bahn made a motion to have the proceeds of the Jackson Annuity sent by regular mail. This motion was seconded by Ostrander. The motion passed.
- b. Library Building and Space Planning: No updates at this time.

## **10. New Business:**

- a. Updates to Carter Memorial Library Board Bylaws.

All bylaw changes must be read into the minutes for three consecutive meetings. This is the first of three readings.

### **Article II, Membership under subheading *Number.*, shall read:**

The governing body of the library is composed of **seven members** appointed by the mayor and confirmed by the city council; and meeting membership qualifications determined by law under Wisconsin Statutes, Chapter 43.

### **Article III, Officers under subheading *Officers.*, shall read:**

The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

### **Article IV, Meetings under subheading *Minutes.*, shall read:**

Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

### **Article VI, Duties of the Board of Trustees under subheading *Buildings and Grounds.*, shall read:**

The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program. Purchases of goods and services over **\$3000** will require two documented quotes for board approval. Best judgment using logical considerations such as cost, timeliness, and experience will be used to make the best decision in the selection of the product and/or vendor. The Library Board President will be notified of any situation that may constitute an emergency.

### **Article VI, Duties of the Board of Trustees under subheading *Annual Report.*, shall read:**

The Board shall approve and submit the required annual report to the **Department of Public Instruction**.

Wright made a motion to accept the changes in the Carter Memorial Library Board ByLaws. Ostrander seconded the motion and the motion passed.

- b. First reading of bylaw changes read by Director Dinkel.
- c. Director Dinkel would like to form a strategic planning sub-committee. Director Dinkel, President Abalan, one friend's representative and one or two library

patrons would need to be on the committee. This decision will be tabled to the June meeting.

- d. Postponement of 2024-2025 elections until August 19, 2024 meeting have been requested. A motion to postpone was made by Miller, seconded by Cimmermancic. The motion passed.
- e. Review Meeting Room Policy - tabled to June. Dinkel will check with other libraries on their charges for room use.

**11. Future Agenda items:** In addition to standing items, a second reading by Director Dinkel of bylaws will be read. The library's meeting room policy will be revisited, and Director Dinkel will be reviewed.

**12. Adjourn:** A motion was made by Ostrander to adjourn the meeting. A second was heard from Bahn. The motion passed. The meeting adjourned at 6:04 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.

June 17	August 19	September 16
October 21	November 18	