

**Carter Memorial Library
Library Board Meeting
Monday, April 18, 2022
4:30 p.m.**

1. **Call to Order:** Vice-president Stacey Wright called the meeting to order at 4:32 p.m. in the Carter Memorial Library Alder Room.

2. **Roll:** Those present were Director Julie Stobbe, Nicole Bahn, Eileen Cimermanic, Tom Ellis, Cindy Ostrander, Stacey Wright, and Barbara Hodgen. Janet Abalan was absent. Guests this evening are Clairellyn Sommersmith, Joan Fraleigh, Vicky Fitzgerald, and Corine McCarthy.

3. **Public Comments:** No public comments.

4. **Clairellyn Sommersmith,** the assistant director at the Winnefox Library System was present to offer advice on hiring a new director upon Director Stobbe's retirement in 2023. She answered direct questions from the members of the search committee as well as other board members. Here are some points she shared with the board.
 - The Carter Memorial Library has a lot of positives going into the hiring process. Some of these are having the director's job a full-time position including a benefits package; Omro's location being close to a metropolitan area; an educational requirement for the director being that of a smaller library; Omro's library having the budget and organizational structure of a much larger library. Sommersmith is anticipating a small number of applicants based on Winneconne's four applicants for their recent director hire. Sommersmith is confident we will receive applicants.
 - Sommersmith stressed the importance of getting the word out in the right places. She will help the search committee advertise in the basic places within the library system along with local platforms such as Facebook and area newspapers.
 - Sommersmith praised Stobbe's timeline as being very helpful in the hiring process. Sommersmith advised having five to six weeks at the end of the timeline as the hiring will be done around the holiday season of Christmas and New Year's.
 - Sommersmith will also help with a salary recommendation based on Stobbe's current salary as well as salaries from comparable libraries in the area. Sommersmith will get these numbers to Director Stobbe. The Library Board should have a maximum salary cap agreed upon that is affordable. A salary range should be included in the post for the position.
 - The search committee should decide on the applicants they like. They can bring their recommendation to the board and if needed, the entire board can interview based on those recommendations.
 - Sommersmith will provide questions that have been used in past interviews. She will also come to initial interviews if needed. She will be as involved as our search committee wants her to be.

- January 6th is Director Stobbe's resignation date. Sommersmith advises that the new hire should be made while Stobbe is still on staff to advise the new director on information that only the director is aware of. An overlap of possibly two to three days with Stobbe and the new hire plus the availability of Stobbe to answer questions after her end date if agreed upon by Stobbe.
- Sommersmith reminded the search committee that they should recommend a candidate to the Board but should not vote on that recommendation alone.
- Sommersmith recommends the salary range should be made before the Board meets in May. A benefits package should also be decided on for negotiations with the candidates.
- Sommersmith recommended that the subcommittee should decide on the start date for them doing their job immediately.
- Sommersmith recommended a minimum of three meetings by the subcommittee before interviews are conducted.
- When questioned about where the applicants for this hire would be located, she shared that applicants are generally from Wisconsin, with a few exceptions.
- Sommersmith advised the Library Board to consider having a monetary allowance that might be used to provide transportation for applicants coming from outside of Wisconsin.
- Sommersmith discussed using video calls to narrow down the pool of candidates should there be an excess applying.
- When asked about what is included in an interview, Sommersmith said traditionally the interviews are just questions. However, additional components could be added to the interview process such as a book talk prearranged activity. The candidate could also be given an adlib task to perform such as giving a ten-minute presentation on a topic that he or she is not knowledgeable about. This would indicate how well a candidate is at explaining things. Sommersmith emphasized technology can be taught, personality and presence cannot.
- The search committee chose June 13 at 4:35 p.m. to hold their first meeting in the community room at the library.

5. **Business**

- Minutes:** A motion was made by Cimermanic to accept the March 21, 2022, minutes as written. A second was made by Ostrander. Motion carried.
- Revenues:** There was a short discussion in terms of how donations are reported, some donations going to the Oshkosh Foundation, other donations directly made to the Carter Memorial Library. A motion was made to accept the March 2022 revenues as written by Bahn and seconded by Ellis. Motion carried.
- Expenditures:** A motion to accept the March 2022 expenditures as written was made by Bahn. The motion was seconded by Ostrander. The motion passed.
- Brochure Update:** Changes have been made with board input and the brochure was okayed to go to print. Brochures will be placed around town and in townships who are big users of the library. Stobbe will check with the Berlin Journal to see about printing for a more professional look. Numbers printed may rely on the price breaks available.

- e. **Change of Date for May Board Meeting:** A motion was made by Ostrander to change the date of the May Board Meeting from May 16 to May 23. Cimermancic seconded the motion and the motion carried.

6. **Informational Items:**

a. **March 2022 Vouchers Payable**

- It was noted that the B&T total under collection enrichment should be \$532.16 instead of \$1,073.50.

b. **February 2022 Donations**

- Jar donations for the month were \$80.00. Stobbe clarified that all money collected in the cash jar at the library is deposited into the fund at the Oshkosh Foundation. A donation check in the amount of \$250.00 from Audrey Knopp was also received and directed to the Foundation.

c. **March 2022 Statistics**

- Stobbe made note that Carter Memorial's Overdrive use is the highest it has ever been.
- Also in electronic circulation, magazine numbers are going up.

d. **Directors Report**

- Tot time started on March 1 and ran through mid-April with favorable results.
- The March Reading Challenge ran the month of March with 72 participants and 710,861 minutes read.
- Friends of the library will have a large book sale the Friday and Saturday before Memorial Day, breaking it down in a smaller format to make way for the summer reading program.
- The summer reading program will run from June 13 through July 29 once again using BeanStack to record reading minutes. This year's theme is "An Ocean of Possibilities."
- "Plant Propagation", an adult program, was presented on March 26 and was well received with 18 people in attendance.
- The library helped host "A Quilts of Valor" presentation by Connie and Jawanda Koch. Four veterans were honored.
- Plaster work is being done on the rental at 431 E. Huron St by the property manager with an estimate of \$196.41.
- Director Stobbe reminded the Library Board and Friends of the Library of the McMahon Architect/Engineering presentation to the City Council on Tuesday May 17. Members are invited and encouraged to attend.
 1. Trustee recognition was given to Tom Ellis who will be leaving the board after 17 years of service as the Board of Supervisors representative. Director Stobbe presented Ellis with a commemorative gift along with her and the Board's thanks for his input and knowledge over the years.
 2. Trustee recognition was also given to Anne Reise as Reise will be leaving the board after three years of service. Anne was presented with a bouquet of flowers and all of our thanks for her many contributions to the board.

3. Director Stobbe has given two possible candidates names to the mayor.

7. **Agenda Items**

- Agenda standing items remain the same with the addition of salary benefits and a job description for the new hire to be discussed.

8. **Adjournment:**

● Ostrander made a motion to adjourn the meeting. The motion was seconded by Reise. The motion passed and the meeting was adjourned at 6:09 p.m.

Respectfully submitted,
Barbara Hodgen, Secretary

2022 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.

May 23, 2022
October 17, 2022

June 20, 2022

November 21, 2022

August 15, 2022

September 19, 2022