

**Carter Memorial Library
Library Board Meeting
Monday, June 20, 2022
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:** Those present were Director Julie Stobbe, Janet Abalan, Nicole Bahn, Eileen Cimermanic, Cindy Ostrander, Travis Schafer, Stacey Wright, and Barbara Hodgen. The County Board Representative has yet to be named.

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

4. **Business**

- a. **Minutes:** A motion was made by Ostrander to accept the May 23, 2022 minutes as written. A second was made by Schafer. Motion carried.
- b. **Revenues:** A motion was made to accept the May 2022 revenues as written by Ostrander and seconded by Wright. Motion carried.
- c. **Expenditures:** A motion to accept the May 2022 expenditures as written was made by Bahn. The motion was seconded by Cimermanic. The motion passed.
- d. **431 E. Huron Rental Violation of Tenant Agreement:** The tenant at 431 E. Huron has been found to be in violation of the lease agreement by having another tenant in the home with him. Director Stobbe contacted the city's attorney and he clarified that the board was well within its rights to evict both tenants. After discussion, a motion was made by Ostrander to begin the process of eviction on both tenants at 431 E Huron. The motion was seconded by Bahn. Motion passed.

5. **Informational Items:**

a. May 2022 Vouchers Payable

- No discussion.

b. May 2022 Donations

- No donations reported for this period.

c. May 2022 Statistics

- Regular circulation and electronic circulation are all up, except in the teen category.

d. Updated Board Contact Information

- Minor changes were noted and Director Stobbe will make corrections.

e. Update from Director Search Committee

1. Crafting of a Job Description for the New Library Director
 - Director Stobbe handed out a document entitled "Library Director Job Posting". With this new information, it was decided to table this task until the August Board Meeting to give board members a chance to review this document and

others of similar nature from area libraries. This item will be revisited as an August agenda item.

f. Update on McMahon Architect/Engineering Firm

- Not much has changed since the original report other than dollar amount changes.

g. Directors Report

- Library staff completed a series of story times in May and have another series prepared for the Summer Reading Program.
- Balloon Man entertained patrons at the library on May 20 with balloon creations.
- Friends of the Library set up the book and bake sale for the Memorial Day weekend. Remaining items have been placed outside for purchase.
- A kickoff party was held on June 13th for the Summer Reading Program and was well attended in spite of rain.
- Director Stobbe has been working from home and at the library as she continues to recuperate from corrective surgery on her foot. She has been able to submit all orders as needed.
- Director Stobbe authored an article for the Winnebago Highlight brochure to be submitted to the Winnebago Board in July along with a request for funding.
- Director Stobbe has used Winnefox COVID funds to replace some aging equipment at the library.

6. Agenda Items

- Agenda standing items remain the same. The approval of a job description for the library administrator will be revisited along with a very preliminary budget presented by Director Stobbe.

7. Adjournment

- Wright made a motion to adjourn the meeting. The motion was seconded by Schafer . The motion passed and the meeting was adjourned at 5:45 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.

August 15, 2022

September 19, 2022

October 17, 2022

November 21, 2022