

Carter Memorial Library Board

Monday February 26, 2018

5:00 PM

1. President Lisa Sharkey called the meeting to order at 5:00 PM in the Alder Room at the Carter Memorial Library.

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

3. Consent Agenda:

- a. The minutes from the January 15, 2018 regular board meeting were approved as received. Stacey Wright motion, Heidi Wahlgren second to accept the minutes as received. Motion passed unanimously.
- b. The amended minutes from the November 27, 2017 board meeting were approved as received. Barbara Hodgen motion, Tom Ellis second to accept the minutes as received. Motion passed unanimously.
- c. Regular vouchers payable: Director Stobbe explained that the EMC insurance Company entry is for the yearly premium on the two rental properties. The Lee Door and Hardware entry is for a new closure mechanism for the side door. Heidi Wahlgren motion, Tom Ellis second to accept the February 2018 vouchers payable report. Motion passed unanimously.

4. New Business:

- a. Director Stobbe and President Lisa Sharkey reviewed Chapter 3 of the Trustee Essentials handbook which explained library bylaws.
- b. President Sharkey had copies of other library bylaws and an in-depth discussion pursued as the board put together bylaws that would be appropriate for the needs of the Carter Memorial Library. Discussion included, but was not limited to, the following remarks:
It was suggested that a teen representative on the board might be beneficial, perhaps during the summer months. It was suggested that no board member would serve more than four consecutive terms in the same office. Duties of the treasurer were discussed, especially pertaining to the co-signing of checks. It was established that a quorum should be set at three board members, keeping in mind that the president does not vote except to break a tie.
It was suggested that the board should have a standing committee for the director's annual review, this discussion will be put on the agenda for a subsequent meeting.
President Sharkey commented that the approved minutes of each meeting should be posted on the bulletin board of the library as well as being placed somewhere on the library website.
President Sharkey will "clean up" the bylaws document and will present it for approval at a subsequent meeting.

5. Informational Items:

- a. Statement of Revenues for the year ending December 2017 was presented with no questions.
 - b. Statement of Expenses for the year ending December 2017 was presented with no questions.
 - c. Statement of Revenues for 2018 was presented with no questions.
 - d. Statement of Expenses for 2018 was presented with no questions.
- Questions arose concerning the format of the revenue and expense statements. It was thought that perhaps the document would be easier to understand if the monthly transactions were documented and then the balance or year to date figure would be separate. Nicole Bahn will meet with Director Stobbe to look at alternate ways to present expenses and revenues in a monthly report.
- e. Statistics include circulation numbers for the month of January.
 - i. Director Stobbe included a report that broke down the 2017 circulation by townships and cities.
 - f. The DPI public library report for 2017 has been submitted.
 - g. The needs assessment committee met on February 12, 2018 to discuss the goals of the upcoming survey and how to process the results. There will be two surveys, one on paper and the other an online survey which will be more in-depth. Erin Calvin, the curriculum coordinator for the Omro public schools, will assist in getting the survey to students as well as advertising the library open house which will be on Saturday April 14, 2018 from 11:00 – 1:00. The board will hold a planning meeting for the open house on Monday, March 5th at 4:30. It was suggested that the open house event should have refreshments, games, a raffle and of course the invitation for visitors to take the survey.
 - h. Director Stobbe reported that there was a \$25 donation to the library, the side door has been fixed, the library passed the fire inspection, a letter was received from former president Mary Nortman, and the introduction to

a new program for children ages 0-12, "Budding Readers" which is replacing the "1,000 books before Kindergarten" program.

6. Future Agenda Items:

There were no future agenda items presented at this time but noting that previous items discussed at this meeting will be continued at a subsequent meeting.

After discussion concerning the length of board meetings, it was decided to begin meetings at 4:30 instead of 5:00. Motion by Nicole Bahn, second by Tom Ellis to move the start time of the meetings to 4:30 PM, effective with the next meeting. Motion passed unanimously.

President Sharkey informed the board of two continuing education programs being offered, information can be obtained from Director Stobbe.

7. Adjournment:

Barbara Hodgen motion, Stacey Wright second to adjourn. Motion passed unanimously.
Adjournment at 6:45 P.M.

Respectfully submitted
Marge Franzke, secretary

2018 Board Meeting Schedule (change in frequency and time for 2018):

Meetings will be held on the third Monday of the month at 4:30 p.m.

March 19, 2018

April 16, 2018

May 21, 2018

June 18, 2018

July 16, 2018

August 20, 2018

September 17, 2018

October 15, 2018

November 19, 2018

December 17, 2018