

## **Carter Memorial Library Board**

Monday January 15, 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, Marge Franzke, Heidi Wahlgren, Lisa Sharkey, Jim Braasch, Barbara Hodgen, Tom Ellis, Nicole Bahn (arrived late), Absent: Stacey Wright.

### **3. Consent Agenda:**

a. The minutes from the November 27, 2017 regular board meeting were approved as received with the following corrections: New Business, c. last sentence – Approval of the policy is tabled for a *future meeting*. Correct the spelling three times for Heidi *Wahlgren*, not Walgren. Heidi Wahlgren motion, Barbara Hodgen second to approve minutes with the changes that were discussed. Motion passed unanimously.

b. Regular vouchers payable: Director Stobbe will continue to work with “Focus on Energy” possibilities in order to reduce the utility bill and move forward on energy conservation ideas. It was stated that the WALS (Winnefox) library automation invoice is for a yearly payment. Jim Braasch motion, Heidi Wahlgren second to accept the December 2017/ January 2018 vouchers payable report. Motion passed unanimously.

### **4. New Business:**

a. Director Stobbe recapped a discussion that was held with Catherine Neiswender from the UW Extension regarding the possibility of putting together a survey that would focus on what is needed in regards to library expansion. Allison Watson, also from the UW Extension, will meet with director Stobbe and some board members on Wednesday, January 17<sup>th</sup> at 4:30 to begin brainstorming ideas for the survey, including the addition of an ad hoc committee of people that are not board members but part of city council, the school district, and community members. It was suggested that survey participants should be of all ages and that the survey be written in Spanish as well as English.

### **5. Informational Items:**

a. Statement of Revenues for the year ending December 2017 was not available at this time.

b. Statement of Expenses for the year ending December 2017 which includes the YTD dollar amounts was presented with a brief discussion of the future capital expenses account where surplus budgeted money is put after auditors have completed their inspection. Director Stobbe will amend the statement of expenses after re-running the figures and present that at the next meeting. Also discussed was the possibility of the impact fees account that could be used for any expenses incurred to conduct the library survey.

c. Statement of Revenues for 2018: one of the King Trust CDs was renewed for 1.85% which was a higher rate than was originally quoted.

d. Statement of Expenses for 2018: money from the King Trust CDs will be transferred in April.

e. Statistics include circulation numbers that include books that are checked out in bulk to one of the day care centers and three other facilities in town. There is a new version “Libby” of overdrive and shoutbomb continues to be a valuable tool to remind patrons of when items are due or if a requested item is available.

f. Director Stobbe reported that there was a donation that was used to buy a new DVD, the food for fines initiative was successful with over \$100 of fine forgiveness in the form of non-perishable foods which were donated to the food pantry (thank you note was received). A representative from the OWLS net (the Outagamie/Waupaca library system) has been in contact and has shown interest in either merging with Winnefox or Winnefox merging with them. Director Stobbe attended a meeting that also provided information concerning other library systems that might want to merge as well. The discussion is ongoing in reference to what can be shared among library systems. Staff reviews have been completed.

6. The Board continuing education session included a summary of chapters 1 and 2 of the Trustee Essentials handbook as presented by Director Stobbe. It was noted that the Trustee Essentials handbook can be accessed online at the library website, “About us” tab, then Library board “bullet” on the right side of the page.

7. Discussion of board bylaws included presentation of a template that might be useful, there also might be a chance that Tom Ellis could find an old copy of the library bylaws. Director Stobbe will email the board some bylaw information to look at prior to the next meeting. Bylaws will be at the top of the agenda.

8. Future agenda items include chapter 3 and 4 of the Trustee Essentials handbook and the discussion of bylaws.

**9. Adjournment:** Tom Ellis motion, Nicole Bahn second to adjourn. Motion passed unanimously.  
Adjournment at 6:30 P.M.

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

Meetings will be held on the third Monday of the month at 5:00 p.m.

February 26, 2018 4th Monday of the Month

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