

Carter Memorial Library Board

Monday July 16, 2018

4:30 PM

1. Call to Order President Lisa Sharkey called the meeting to order at 4:30 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. Business

a. Jim Braasch motion, Tom Ellis 2nd to accept the minutes of the June 18, 2018 regular board meeting as received. Motion passed unanimously.

b. Tom Ellis motion, Jim Braasch 2nd to accept the minutes of the July 9, 2018 expansion meeting as received. Motion passed unanimously.

c & d. Revenues 2018, Expenditures 2018: Discussion centered on the donations to the library and how the Oshkosh Foundation handles the money designated for library expansion/new building. The fund currently is a “pass through” account, and a question arose as to what other options might be available. Director Stobbe will contact a representative of the foundation and ask if someone could attend either the August 13th or August 20th expansion / board meetings. There were no further questions on revenues or expenditures. Motion Jim Braasch, 2nd Stacey Wright to approve the revenue and expenditures as presented. Motion passed unanimously.

e. Bylaws second reading: Jim Braasch motion, Barbara Hodgen second to accept the second reading of the bylaws with one minor change to the last sentence of Article VI, Buildings and Grounds. Motion passed unanimously.

f. The creation of a marketing position was discussed including a job description, how many hours would be worked, the duration of the position and acceptance of the position by the city council. Board members are encouraged to attend the city council meeting at 7PM on August 21st in order to inform the council on our progress and wishes for the future of the library.

It was decided to table the marketing/PR position and the board was encouraged to email Lisa Sharkey with any more thoughts on the specifics of this new position.

g. The preliminary 2019 budget was presented to the board based on Director Stobbe’s recommendations and the information provided by the city administrator. Adjustments were made to the budget based on items that weren’t quite on target for the 2018 fiscal year. Included in the preliminary budget was funding for the new marketing position. Sharkey suggested that the budget be presented in two ways with the marketing position salary taken out and with the salary included (at 800 Hours per year). It was noted that any leftover money from a budget is put in the Future Capital Expenditure fund. There were no other changes suggested for the preliminary budget.

h. Expansion. Barbara Hodgen presented information regarding property at 501 W. Huron Street that the city received from ADM, the previous owners of Olson’s mill. It is currently designated as a park and a suggestion arose that this property might be good for a new library building. Jim Braasch will check further at city hall.

Jim Braasch motion, Nicole Bahn 2nd, to take the bank building off the list of possibilities for purchase and renovation for library purposes. Motion passed unanimously. Also taken off the list of possibilities would be expanding the library toward Main Street into the park area. Added to the list of possibilities was building new after demolition of the two rental properties and then demolition of the current building and using it as a parking lot. Sharkey and Heidi Wahlgren will check into architects and engineers that might specialize in library building or renovations.

Next expansion meeting will be Monday August 13th at 4:30, Sharkey will invite Erin Calvin from the school district and board members are asked to come to the meeting with ideas as to what the library should look like and what is needed for the community.

4. Informational items

a. Statistics include circulation numbers for the month of June.

b. Director Report: Director Stobbe handed out informational materials including library acronyms, library trustee training, and highlights of 2018 Winnebago County Libraries. It was noted that the trustee training is in the form of a webinar that can be viewed live but which can also be accessed after the webinar has been aired.

Fire extinguishers have been checked and are in working order. Mark Sharkey cleaned the air conditioning vents as well as recommended ways to fix the way the main door closes. The door is in desperate need of repair.

Attendance at the summer reading program has been ok but has been affected by the road construction, the format of the program appears to be convenient and flexible for patrons.

5. Future Agenda Items:

Oshkosh Foundation invitation to a meeting, bylaws.

6. Adjournment:

Tom Ellis motion, Jim Braasch 2nd to adjourn. Motion passed unanimously.
Adjournment at 6:12 P.M.

Respectfully submitted
Marge Franzke, secretary

2018 / 2019 Board Meeting Schedule :

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

August 13, 2018 Workshop for Library expansion

August 20, 2018

September 17, 2018

October 15, 2018

November 19, 2018

December 17, 2018

January 2019 Board – Director Goals

February 2019 – Evaluation of Director

March 2019 – Open House Planning

April 2019

May 2019 – Reorganize Board

June 2019