

Carter Memorial Library Board

Monday March 19, 2018

4:30 PM

President Lisa Sharkey called the meeting to order at 4:33 PM in the Alder Room at the Carter Memorial Library.

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

Public Comments: none

Consent Agenda:

- a. **Minutes** from the February 26, 2018 regular board meeting: Heidi Wahlgren motion, Tom Ellis second to accept the February 26, 2018 minutes as received. Motion passed unanimously.
- b. **Regular vouchers payable:** Heidi Wahlgren motion, Stacey Wright second to accept the February /March 2018 vouchers payable report as received. Motion passed unanimously.
- c. **Bylaws:** Discussion revolved around a variety of issues to consider before the official adoption of the library bylaws. Budget section – should there be a set dollar amount that warrants a second estimate on projects or services that are considered? President Lisa Sharkey will look at state bylaws to see if there is anything there. Should there be a section where a trustee would be replaced because of absenteeism? Board members didn't think this was necessary in hopes that a board member would resign before absenteeism becomes a problem. There was extensive discussion on sections 1, 2 and 3 of Article IX which deals with actions and amendments to established by-laws. Jim Braasch said that he would bring in the by-laws of some of the organizations that he belongs to.

New Business:

- d. **Open House**, Saturday April 14, 2018.
 - i. The minutes of the March 5, 2018 planning committee were presented with comments from various board members who are working on this event. Barbara Hodgen has the press release prepared informing the public of the library survey, this release will go out ASAP. The press release informing the public of the open house will go out in time for the April 5th and 12th edition of the Omro Herald. The survey will officially go live online on March 20th, paper versions of the survey will be available at various places in Omro and the townships. Lisa Sharkey emphasized that putting information on Facebook is crucial to getting the word out. Board members were asked to pass the word and invite others to take the survey online. The link to the survey is available on the library Facebook page as well as on the library website. Paper surveys are to be returned by April 20, 2018. Surveys are also available in Spanish. Invitations to the open house are also being distributed to the same places as the surveys. Board members will be sure that the surveys and invitations will be at all polling places in time for the April 3rd election. Stacey Wright is working with Erin Calvin at the school district in an attempt to get all of the high school students to take the online survey. Refreshments are well planned. Tom Ellis, Heidi Wahlgren and Jim Braasch are planning the outside yard signage for the open house event. There will be 7 tables set up at the open house: Survey (Marge Franzke), Children's (Stacey Wright), Technology (Heidi Wahlgren), Food (Barbara Hodgen), Friends of the Library (Barb O'Brien), Board of trustees (Lisa Sharkey), Trivia (Lisa Sharkey). Board members and library staff were reminded to send trivia questions to Lisa Sharkey via email!
 - ii. Motion for funding of the Open House: Heidi Wahlgren motion, Barbara Hodgen second to authorize funding for the Open House with money taken from the impact fees. Motion passed unanimously.
Motion for funding for the survey expenses: Heidi Wahlgren motion, Nicole Bahn second to authorize funding for the survey expenses with money taken from the impact fees. Motion passed unanimously.
- e. Survey distribution and funding items previously discussed in new business.
- f. **Annual Library Director Performance Review**
Heidi Wahlgren explained to the new board members how the Library Director's evaluation had been conducted in the past. Nicole Bahn and Heidi Wahlgren will be the committee to coordinate the evaluation process. Board members were asked to fill out the current evaluation form for Director Julie Stobbe's annual performance review, and email their comments to Nicole Bahn. Also requested was that board members should email ideas on how the evaluation format could be changed as well as suggestions as to what the goals of the library staff should be. Feedback must be completed by the board and sent to Nicole in time for the next meeting on April 16, 2018.

Informational Items:

- g. **Statement of Revenues** for 2018 were not available.
- h. **Statement of Expenses** for 2018 was presented with no questions.
- i. **Statistics** include circulation numbers for the month of February.
- j. **Director Report:** Director Stobbe reported that the Elementary school literacy night was a huge success with over 600 in attendance which was an increase over last year. The library table at the event had books and various informational brochures and materials. It was thought that next year those brochures could be put in a small bag for parents to look at when they got home. Winnefox and OWLSnet have established a committee to “explore the possibilities” of a shared System, with recommendation to both Systems’ boards by the end of December.

Future Agenda Items:

Bylaws and Open house comments.

Board members were reminded again to get trivia questions emailed to Lisa Sharkey ASAP.

Adjournment:

Stacey Wright motion, Tom Ellis second to adjourn. Motion passed unanimously.
Adjournment at 6:07 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.

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