

Carter Memorial Library Board

Monday May 21, 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

New Business:

The needs assessment survey results summary was given to us at a prior meeting and the board needs to determine how to communicate the findings to the community.

An Expansion Committee was originally thought to be a sampling of board members but after discussion it was determined that the entire board will be the committee and will meet in addition to the regular meetings. Erin Calvin from the school district will also join the committee and possibly another library patron will join. Each board member was asked to consider what the goals of the expansion should involve and to come to the first meeting with ideas. Meeting is set for Monday, June 4th at 5:30 PM. The board will email Director Stobbe some of the items that would be considered speaking points that would be taken from the results of the survey, each member submitting what they thought important to share with the public. Also to be submitted would be items to be considered in a mission statement. These comments need to be emailed to Director Stobbe by May 30th, collated, and then emailed back to board members prior to the next board meeting. It was determined that the board needs to re-evaluate the mission statement using board input and other resources.

Closed Session:

At 4:58 PM, Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes, the meeting went into closed session in order to conduct the annual evaluation of the Director. Jim Braasch motion, Tom Ellis second to proceed to closed session, motion passed unanimously.

Motion was made by Nicole Bahn and seconded by Barbara Hodgen at 5:37 PM to adjourn from closed session, motion passed unanimously.

Consent Agenda:

- a. **Bylaws:** Article VI, Buildings and Grounds section, there was a paragraph added whereas the board president needs to be notified of any emergency expense that exceeds \$2,500. This was suggested so that there would always be at least two quotes on a large project. There was extensive discussion on sections 1, 2 and 3 of Article IX, which resulted in omitting section 2 and rewriting section 1 which deals with amendments to bylaws. A ratification section will be added to the bylaws as well. There will be another reading of this section of the bylaws at a later meeting.
- b. **Reorganize Board:** Jim Braasch motion, Stacey Wright second to keep the board organized the way it currently is, with the same officers. Motion passed unanimously.
- c. **Minutes:** from the March 19, 2018 regular board meeting: Tom Ellis motion Heidi Wahlgren second, to accept the March 19, 2018 minutes as received. Motion passed unanimously. Discussion involved consent agenda and what truly belongs in that section of the meeting and if every item needs to be approved separately as is done now.
- d. **Regular vouchers payable:** Barbara Hodgen motion, Tom Ellis second to accept the March-May 2018 vouchers payable report as received. Motion passed unanimously.
- e. **Fine Forgiveness:** Stacey Wright motion, Tom Ellis second to forgive fines for the 1st week of the Summer Reading Program for children under 18 years of age. Motion passed unanimously.

New Business:

- a. **Open House,** Saturday April 14, 2018 was successful even though the weather was horrible. It was thought that an open house would be a yearly event during National Library Week. The importance of personally inviting people was recognized as well as the need to increase awareness of the need for expansion and fund raising. Subsequent open house events should be changed up to involve all age and interest groups. Director Stobbe will contact Catherine from the extension office and ask her to send the results of the needs assessment survey in a way that filters out the high school data and responses, just to see what other respondents indicated as needs.

Informational Items:

- g. **Statement of Revenues** for 2018 was presented with no questions and one comment stating that the impact fees must be used at least once in every seven years.
- h. **Statement of Expenditures** for 2018 was presented with no questions.
- i. **Statistics** include circulation numbers for the month of April. Director Stobbe mentioned that often times the teen aged patrons read adult literature and that should be considered when evaluating circulation.
- j. **Director Report:** Director Stobbe reported that Joan has completed a coding program, the lights in the library have been changed or replaced, Mark from the city fixed the front door, Dana Racine and her father built the little free library that was placed on Main Street by the city crews, books will be supplied by the library. The summer library program is being planned and the Dark Sky event in town had library literature included in each bag that was distributed. The city is currently starting a survey asking residents for input on the quality of life in Omro. There is a possibility that the library can tap into this survey.
- k. Director Strobe will meet with two board members on May 30th at 4:00 PM to discuss her evaluation.

Future Agenda Items:

Survey communication, Goals, Mission Statement, and Bylaws.

Board members were reminded again to submit their survey speaking points to Director Stobbe by May 30th.

Adjournment:

Tom Ellis motion, Barbara Hodgen second to adjourn. Motion passed unanimously.
Adjournment at 6:27 P.M.

Respectfully submitted
Marge Franzke, secretary

2018 Board Meeting Schedule:

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

June 4, 2018 Workshop for Library expansion
June 18, 2018
July 16, 2018
August 20, 2018
September 17, 2018
October 15, 2018
November 19, 2018
December 17, 2018