

Carter Memorial Library Board

Monday, September 16, 2019

4:30 PM

1. **Call to Order:** President Marge Franzke called the meeting to order at 4:31 p.m. in the Carter Memorial Library Alder Room.
2. **Roll:** Those present were Director Julie Stobbe, President Marge Franzke, Barbara Hodgen, Stacey Wright, Tom Ellis, Ann Reise, Jim Braasch and Lisa Sharkey. Nicole Bahn absent.
3. **Public Comments:** Sherri Getchel is present as a member of the Strategic Planning Committee. However, no public comments at this time.
4. **Business**
 - a. Director Stobbe facilitated a Strategic Planning update with additional comments from Franzke and Getchel. The fourth committee member, Becky Sell, was unable to attend tonight's meeting. The committee has spent many hours on creating a strategic plan for the Carter Memorial Library and continues to work towards that goal. They shared with the board a strategic plan from the Baraboo Public Library and answered questions from the board in regards to Omro's own strategic plan. The committee emphasized that everything that will be published at the completion of the plan has and will be based on fact. Board members present were in agreement on all accomplishments so far and expressed gratitude for the hours of work the four committee members have put in thus far.
Following are the four goals that the committee has been focusing on.
Strategic Goal 1: Provide library spaces that meet the desire and demand of our residents for resources, services, and programming to increase their knowledge and expand their skills.
Strategic Goal 2: We will provide a welcoming and accessible space that makes it easy for all patrons to find what they need, in person and online. We will also establish the library as the community hub that connects information, ideas, people and partners to opportunities, resources, services and spaces that are accessible and inclusive.
Goal 3: Marketing and Community Engagement (A Library for everyone)
Create clear and consistent messaging that conveys the library's vision and goals and promotes library resources, services and programs through communications designed to reach all community members.
Goal 4. Building the future of the library. Ensure short and long-term sustainability through continuous exploration of funding opportunities and sources to meet and support the ever-evolving service needs of our community.
 - b. **Minutes:** Discussion points on the minutes preceded their approval. It was noted that fire and carbon monoxide detectors will be installed in the property vacated at 431 East Huron Street. Ellis will continue to look into the formula used by the county to determine how funds are allocated, especially in regards to the Winneconne and Omro library funding.

Ellis made a motion to accept the board minutes with a second by Wright. Motion passed with two abstentions.

c. **Revenues:** The board reviewed July revenues. There was a question on money listed under the Carter Fund. Director Stobbe explained that Carter Fund money is reported this way per Linda Kutchenriter, City Administrator. A discussion ensued in regards to the balance in the future capital expenditures. The consensus was that the balance should be placed where it makes the library the most money. A motion was made by Sharkey that \$15,000 of the balance in the future capital expenditure category be moved to the Oshkosh Foundation. Reise seconded the motion. In the discussion phase of this motion, it is the board's understanding that this money, if moved to the Oshkosh foundation, could be withdrawn for building improvements. The motion was voted on and passed with one nay.

d. **Expenditures:** The board also reviewed the expenditures for July. With no discussion, Sharkey made a motion to approve the revenues as presented. Seconded by Braasch. There was no discussion. Motion passed.

e. Much discussion on the vacated rental property at 431 East Huron street occurred. President Franzke shared pictures of the property after she and Leon Franzke cleaned brush. President Franzke also shared suggestions that members of the board submitted to her via email. Following a general discussion on points suggested, the board is in agreement that we should continue to rent the house. It was agreed that a list of priorities for improvement be made. Braasch will attempt to get an electrician to check if the building is up to code in regards to its electrical status. Additional board meetings may be called to discuss the next step after we hear back from individuals who will be looking at issues in the home. A general agreement is that rooms on the first floor need to be painted and all carpet on the first floor should be removed in addition to the carpet in the larger of the bedrooms upstairs.

f. Questions were asked and a discussion was held on the proposed budget for 2020.

- Members asked if the insurance listed on the proposed budget can be looked into. Director Stobbe will check on these numbers with Kutchenriter.
- A question was raised and corrected resulting in an amount of \$6,558.00 as the difference between expenditures and revenues. This figure will change once the insurance numbers are in.
- Discussion was held on the building repair line item. It was left at \$7,000.00 as some upgrades in the Alder room are overdue and planned.
- A proposal was made to increase Fraleigh's salary to reflect a 3% raise rather than 2%.

- A motion was made by Sharkey to approve the proposed budget as is with the exception of a 3% raise for Fraleigh, the corrected balance in the total revenue column and any savings reflected on health insurance from Kutchenriter. Ellis seconded the motion and it passed. City hall will receive the following figures; Stobbe \$25.74, Fraleigh \$12.63, Decker \$11.12, Santana \$11.02, Mischka \$10.06 and Sell, \$15.30.
- Director Stobbe will also indicate to Kutchenriter that the library board will be willing to pay an amount of the consultation fee needed for a professional opinion on future Library, City Hall, and Police building needs.

5. **Informational Items:**

- Statistics.** Director Stobbe explained a few of the items. She and library staff member, Joan Fraleigh manned a table at the Winnebago County Fair this fall. They were able to promote the library and answer questions to the many fair goers who stopped by.
- July donations.** Donations were noted with appreciation.
- Director's Report:**
Director Stobbe reviewed her report with the board. Of note was a 13% increase in registrations and a 46.5% increase in participation in reading from last year. Library staff extended the reading program through August. The staff found success with this extension and plan on continuing this for next summer.

The Friends of the Library are meeting this Thursday, September 19. This will be their first meeting after their summer break and board members are invited to attend.

- Director Stobbe informed the board about a display that will be set up near the Colonial Cheese House during the Omro Oktoberfest Celebration on October 12. There will be candy and literature regarding the Carter Memorial Library to be handed out to the public as conversation starters. A craft for younger patrons will also be available. President Franzke will help out from 10:30 to 1 and Sell will work from 1-3 and tear down the display. Other board members are encouraged to volunteer and the public is invited to stop by.

6. **Agenda Items:** In addition to regular business items, updates on the rental property will be discussed as well as next year's dates for meetings. Tom Ellis will report on the formula the county uses to determine how library funds are allocated.

7. **Adjournment:** Wright made a motion to adjourn the meeting. Seconded by Reise. The motion passed and the meeting was adjourned at 6:37 p.m.

Respectfully submitted,
Barbara Hodgen, secretary

2019 Board Meeting Schedule

Meetings will be held on the third Monday of each month at 4:30 p.m., with the exception of July and December.

October 21, 2019

November 18, 2019