

**Sturm Memorial Library
Board of Trustees Meeting
December 12, 2017
Minutes**

Meeting was called to order at 5:33p.m. by President Judy Trull.

Members present: Judy Trull, Barb Baumgartner, Jennifer Brickey, Mona Golla-Kolosso, Alice Brown

Library Director Ellen Connor also present.

Excused: Dr. Melanie Oppor, Blair Olsen

Introduction of Visitors: None

Approval of the Agenda: Motion by Brown/ Golla-Kolosso to approve the Agenda. Motion Carried

Audience to Visitors: None

Approval of November Meeting Minutes: Motion by Golla-Kolosso/Brown to approve November minutes. Motion carried

Approval of Library Bills- Motion by Brickey / Brown to approve general bills of \$1656.83, Donation Expenditures of \$815.71 and Cap Expenditures of \$5138.48. Motion carried

Monthly Budget Report Distribution: Director Connor explained some things about the report and answered questions.

Library Director's Report: Director Connor reported the Miracle on Bridge Street event was a huge success. The SML Board of Trustees Meeting Calendar was handed out.

Committee Reports:

Building Committee-

1. Cement Work Update- Partial payment was paid to Martell Construction for work done with exception of front steps to be redone in the spring. Connor asked Dennis Steigenberger to monitor the work and he agreed.
2. General Maintenance Report- Director Connor discussed the outside recessed porch lights with Dave Mackowiak from Master Electric. His recommendation is to leave as located. Cody from City Department cleaned the fixtures.
Connor asked Mackowiak to look at parking lot light pole that was damaged by a car. He will look for a replacement part.

Finance & Personnel-

1. 2018 Budget- Director Connor reported no raises in the budget for City.
2. 2018 Employees Wages- Connor recommend to follow the City and not give increases to staff. She wants a salary study conducted for 2019, particularly for the youth services position filled by Lyn Hokenstad. President Trull recommends that

the salary schedule study be put on the calendar for 2018.

Policy Committee- Nothing to Report.

Communications:

Sturm Memorial Library received a donation of \$250 from Jan Kraetsch to purchase children material for the library. The Library also received donation of \$50 from Waupaca County HCE.

Unfinished Business:

1. Computer Purchases- Two public computers and Lyn's computer need to be replaced. Director Connor recommended that Lyn's and one public computer be replaced. Discussion.
Motion made by Brickey/ Golla- Kolosso to replace one public computer and Lyn's computer. Motion carried.
2. Senior Employment & Training Program (STEP) – Director Connor reported Thomas Trull has been working well with assignments. He has been working 15-16 hrs. a week.
3. Knights of Columbus CD- Nothing to report.

New Business:

1. Books on the Bus Funding- Director Connor applied for grant to help fund the Project, but the grant was not accepted. Connor proposed possible Library funding to have seat slipcovers made to hold the books. Motion made by Brown/ Baumgartner to have the Library take \$1000 from the Library Donation Fund to start up “Books on Bus”. Motion carried.
2. Trustee Education- Director Connor explained the following:
 - a. Emotional Labor- display rule expectations
 - b. Surface Activity- showing different feeling causes more stress
 - c. Deep Acting- act the real feeling less stressful
 - d. Net Neutrality- bill before Congress to dismantle the 2015 FCC Net Neutrality Act.
3. Board Per Diem- Connor distributed Board Members' 2017 attendance sheets to be verified.
4. List of Names for new Board Member- Director Connor has several names to present to the Mayor to fill out Brickey's term. Board thanked Jennifer Brickey for her contributions and her expertise serving on the Board.

Next Meeting Date: January 9, 2018 @ 5:30pm.

Adjournment-Motion by Brickey/Brown to adjourn the meeting at 6:46pm. Motion carried.

Respectfully Submitted:
Barb Baumgartner, Secretary

