

**Sturm Memorial Library  
Board of Trustees Meeting  
March 13, 2018**

Meeting was called to order at 5:31pm by President Judy Trull.

**Roll Call-** present: Judy Trull, Barb Baumgartner, Alice Brown, Coleen Phelan, Library Director Ellen Connor also present. Excused: Mona Golla-Kolosso, Blair Olsen. Absent: Dr. Melanie Oppor

**Introduction of Visitors/Introduction of New Board Member-**  
President Trull introduced Coleen Phelan as new board member.

**Consent Agenda:**

Motion by Brown/Phelan to move February Minutes from Consent Agenda. Motion carried.

**Approval of Consent Agenda:**

**A. Approval of Agenda**

**B. Approval of Director's Report**

Motion by Brown/Phelan to approve Consent Agenda. Motion carried.

**Items removed from Consent Agenda:**

Motion by Baumgartner/ Brown to correct spelling of Coleen Phelan and approve February Minutes. Motion carried.

**Approval of Library Bills/ Distribution of Monthly Budget Report-** Motion by Baumgartner/ Phelan to approve March general bills of \$2,952.73 and Donation Expenditures of \$413.95. Motion carried.

Director Connor distributed the monthly budget report. Discussion.

**Committee Reports:**

**Building Committee-**

1. Blacktop of Road leading from back parking lot:

Brown was approached by Mayor Smith to have the Library share cost of blacktopping drive from SML parking lot to Veterans Memorial parking lot. Discussion. President Trull made the decision to table the item to a later date.

2. Coat Hooks for Kids:

Director Connor presented kids' hooks created by Chris Trantow that can be installed under the hanging coat rack for kids. This item to be referred to the Building Committee.

**Finance & Personnel:**

1. Renewal of CD at First State Bank:

Director Connor explained the different interest rates as the CD at the First State Bank is up for renewal. Discussion.

Motion by Brown/Baumgartner to renew the First State Bank CD for 15 months @ 1.25 %. Motion carried.

**Policy Committee:**

1. Set Collection Policy Review Date – A date will be set at a later time.

**Communications:** None

**Old Business:**

1. Treasurer Position Description:

Dr. Oppor is not present to give treasurer description as planned. President Trull asked that Dr. Oppor be informed to email the description to members of the board prior to the April Meeting.

2. SCLS Foundation:

Representative of the Foundation will be present at a future date.

3. Knights of Columbus CD:

Director Connor drafted a letter and will send surviving signers the letter detailing what the SML plans are to use the CD money for.

4. Computer Purchases:

OWLS has not installed the computers, should have them installed by April.

**New Business:**

1. Nominating Committee for General Elections in April:

President Trull nominated Brown and Baumgartner to the Nominating Committee.

2. New Record Retention Schedule Adoption:

Director explained the meaning of this adoption. Discussion.

Motion by Phelan/Brown to adopt the New Record Retention Schedule. Motion carried.

**Next Meeting Date: Monday- April 9, 2018 @ 5:30pm. (Notice the change of Day !!!!!)**

**Adjournment-**Motion by Brown/ Phelan to adjourn the meeting at 6:21 pm. Motion carried.

Respectfully Submitted:

Barb Baumgartner, Secretary