

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

Meeting was called to order at 5:30pm by President Judy Trull.

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

**Introduction of Visitors: none**

**Consent Agenda:**

- A. Approval of Agenda**
- B. Approval of October 2018 Minutes**
- C. Approval of October 2018 Director Report**

Motion by Golla- Kolosso/ Brown to approve Consent Agenda. Motion carried.

**Approval of Library Bills/ Distribution of Monthly Budget Report-** Motion by Brown/ Phelan to approve donation bills of \$771.72 and general bills of \$3865.62. Motion carried. Monthly Budget was distributed and explained by Director Connor.

**Audience to Visitors:** None

**Committee Reports:**

**Building Committee-**

1. Approval of Final Payment to Martell Construction- Discussion. Motion by Baumgartner/ Golla- Kolosso to make final payment of \$14,000 from the Library's LGIP fund. (Local Government Investment Pool) Motion carried.
2. Split Rail Fence Update/ Approval of Payment- Discussion- Fence is repaired. Motion by Phelan/Brown to pay \$1895 to Green Boyz Lawn care with funds to come out of Building Fund. Motion carried.
3. Snow Shoveling Update. - Director Connor contacted Scott Jaeger regarding the snow removal payments. \$100 plowing both parking lots each time and \$45 per hr. for snow shoveling of the premises.
4. Road Behind Library Update- Trull explained payment of blacktopping of road from SML to street will be 100% paid by the Veterans Manawa Area Memorial Park. Director Connor expressed safety concerns when the Park puts up blockades. The SML will not have to pay for the blacktopping.

**Finance & Personnel-**

1. Investments in South Central Library System Update- Director Connor informed the Board that SML is official member of the SCLS with an investment of \$20,637.01.
2. 2019 Budget Update/ 2019 Wages- Director Connor informed the Board that the

SML

Budget was passed by the City Council. The Library's budget included 3% raises

for staff

but the City Council did not give 2019 raises to other departments.

Pres. Trull expressed a concern a need for a salary study for SML employees compared to city employees. Finance & Personnel will set a date in January prior to next meeting with a report for the Board.

3. Director Evaluation- The Committee met with Director Connor to discuss evaluations. She set three goals for the following year:
  - a. establish a new staff evaluation.
  - b. Continue to pursue OWLS collection data
  - c. evaluate long range plan twice a year

**Policy Committee-** Nothing to report.

**Communications-** The Sturm Memorial Library received a donation of \$1000 from the B&D Carl Foundation and a donation of \$200 from Jan Kraetsch in honor of Lynn Hokenstad.

**Old Business:**

1. Meeting Room Upgrades- Discussion on movable Smart Board with cart, other ideas for Board and possible upgrade of furniture.
2. Tech Purchases- Director Connor is looking at leasing a copy machine over machine purchase. She explained the SML is only library in OWLS that is not leasing. Explained the benefits and costs of leasing. Looking at a five (5) year lease. Discussion of two companies: Modern Business Machines and DOS Company.

Connor would prefer using MBM since she has been using their machines and is pleased with the service.

3. Additional Security Cameras in Back Parking Lot - Discussion on installing costs and need of two cameras. One camera in back lot would be sufficient enough.
4. Distribution of Standards and placement on future agendas- Director Connor is pleased with the new standards for 2019. They are available for the Board to review.
5. New Logo for Library- Brainstorming ideas. Review put on January Meeting.

**New Business:**

1. Director Request to enroll in Excel online class- Connor is requesting permission to take part in Excel online class from UW Madison at cost of \$140. Motion by Brown/Olsen to permit Connor to enroll in Excel online class. Motion carried.
2. Inclusiveness Checklist- Director Connor recommends that the Board through Standards first before the Inclusiveness Checklist.
3. Consent Agenda- discussion for the need is not merited. Motion by Brown/ Golla-Kolosso to drop it and go back to original agenda. Motion carried.

**Next Meeting- December 11, 2018 @ 5:30 PM**

**Adjournment-** Motion by Brown/ Golla- Kolosso to adjourn @ 7:29pm Motion carried.

Respectfully Submitted:

Barbara Baumgartner, Secretary