

**Sturm Memorial Library
Board of Trustees Meeting
October 9, 2018**

Meeting was called to order at 5:30pm by Vice President Alice Brown.

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

Introduction of Visitors- OWLS Board Members and Director Shipp

Consent Agenda:

- A. Approval of Agenda**
- B. Approval of September 11, 2018 Minutes**
- C. Approval of September Director Report**

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

Approval of Library Bills/ Distribution of Monthly Budget Report- Motion by Oppor/ Phelan to approve Donation Bills of \$880.57 and General Bills of \$3162.54. Motion carried. Monthly Budget Report not available, will be next month.

Audience to Visitors- OWLS Director and Board members expressed reason for visiting libraries in the OWLS system: to understand how each operated, explain funding from County Board, explain tech. assistance, explain possible consortium with Winnefox Library System.

Committee Reports:

Building Committee:

1. Blacktop on road behind Library- Director Connor has heard nothing from American Asphalt.
2. Split Rail Fence – Director Connor presented the three bids on the fence.
 - a. Daryl Vencellotti Construction
 - b. Green Boyz Lawn Care
 - c. Joe's Handyman Services

Discussion on the three bids. Motion made by Oppor/Brown to accept Green Boyz Lawn Care bid of \$1895.00. Motion carried.

3. Snow Shoveling- Director Connor met with City Council about snow removal and was referred to Improvement Services Committee. Connor had two bids for snow removal. Quality Concrete did not submit a bid. Motion made by Oppor/ Golla-Kolosso to accept Scott Jaeger's bid for snow removal. Motion carried. Jaeger will be clearing sidewalks and the parking lot.
4. Furnace Maintenance Contract- Director Connor reported furnace not working. Called Home Comfort Services and they said they would send a tech person out but would not say where they were from or what their experience was. Connor decided to have Manawa Heating look at it instead. They responded and solved the

issue which was wasps in the exhaust pipes. Connor recommended dropping the maintenance program with 24/7 Home Comfort Services because the furnaces are currently under warranty and Manawa Heating is not the company used by Home Comfort Services. Motion by Oppor/Brown to not renew furnace maintenance with Home Comfort Services at the end of the existing contract. Phelan added a friendly amendment to revisit a maintenance service of another company when warranty expires in three (3) years. Motion carried.

Finance & Personnel-

1. Investments in South Central Library System Update- First State Bank CD rollover to SCLSF.
2. 2019 Budget Update: Nothing new to report. There was no discussion about the Library's Budget at the Committee of the Whole Meeting except in regard to snow shoveling. Connor will attend the Budget Hearing on November 12th and the regular Council meeting on November 19th.

Policy Committee: Nothing to report

Communications: The Library received a donation of \$50 in memory of Arlo Kreklow from Tri-County Gardeners.

Old Business:

1. Meeting Room Upgrades- There is a possibility of getting a TEACH grant for meeting room cabling for the upgrades.
2. Tech Purchases- None made as yet.

New Business:

1. New Standards for Libraries Distribution- Director Connor will send Board members copy of the new standards.
2. New Logo for Library- present logo is outdated and possible design changes. At next Board meeting members will bring ideas and discuss possible designs.
3. Copy Machine Upgrade/Printing Study- Connor met with MBM to come up with current overall printing costs for the Library. The current copy machine is twelve years old and needs to be replaced. Connor was directed to get other estimates/plans for the Library's needs to compare.
4. Communications from Manawa Police Department re: Investigation: Dr. Oppor explained incident at Lindsay Park that prompted suggestion from the Police Dept. of placing a camera in the Library parking lot. Discussion. Director Connor will get a quote for another camera in the parking lot.

Next Meeting- November 13, 2018 @ 5:30 PM

Adjournment- Motion by Baumgartner/ Brown to adjourn @ 7:27pm Motion carried.

Respectfully Submitted:
Barbara Baumgartner, Secretary