

**Sturm Memorial Library
Board of Trustees Meeting
July 11, 2017
Minutes**

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

Members present: Trull, Barb Baumgartner, Jennifer Brickey, Mona Golla-Kolosso, Alice Brown,
Excused- Dr. Melanie Oppor, Blair Olsen
Library Director Ellen Connor also present.

Introduction of Visitors: Dennis Stiegenberger

Approval of the Agenda: Motion by Brown/Golla-Kolosso to approve the agenda with moving Dennis Stiegenberger to top of agenda because Jessica Beckendorf will not be present. Motion carried.

Audience to Visitor: Dennis gave an update on the concrete project. There are several issues that are not acceptable that have to be addressed. The issues and how they will be addressed are:

- a. Caps on the short wall are chipped and will be replaced.
- b. Back Stoop- section of sidewalk next to bottom of steps has holes in it that the contractor put there using their equipment. That section will be replaced. The railing paint job was not done to specifications and will be removed and re-painted. Sealer and or oil used in the construction stained the surrounding sidewalk and will be removed.
- c. Front Entrance: the porch floor center strip is a different color from the rest of the concrete. The contractor will credit the Library \$3,000 and re-seal the center strip to try to match it to the rest of the concrete.
- d. Main Entrance Steps: there are dark streaks and possible cracks in the cement. The steps will be removed and re-done.
- e. Railings- All of the railings that were painted by the contractor – on the front porch, by the front and back steps/porch, the hand rail along the ramp and the railings on the capped wall were not painted according to the specifications and will be re-painted at contractor cost.

Motion by Brickey/Brown to approve the following corrections on the Concrete Project-

- Caps on short wall will be replaced
- Back stoop sidewalk will be removed and replaced and resealed
- Sealer clean-up to be done.
- Main Entrance center concrete strip resealed to meet as close in color to other strips with \$3000 credit
- Main entrance steps to be removed and replaced and resealed
- All railings, back stoop railings included, removed and paint removed and repainted to specs.

Motion Approved.

Stiegenberger suggested and the Board agreed to have Martell Construction have the back stoop and clean-up done by the end of July. Front steps and railings to be done in September after the Labor Day holiday and to be done within ten (10) days.

Dennis presented Martell Construction's bill for the concrete project of \$ 52,099. Martell is asking for partial payment of \$28,597.52. Discussion.

Motion by Golla-Kolosso/Brown to approve payment of \$28,597.52 to Martell Construction with the release of payment upon completion of required correction of back entrance by the end of July. Motion approved.

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

Approval of Library Bills- Motion by Brickey/Brown to approve general bills of June-\$2473.22 and July \$2605.11 and \$248.00 Capital Expenditures, and \$1,353.82 June & July Donation Expenditures. Motion carried.

Monthly Budget Report: Director Connor discussed the May Report.

Library Director's Report: Director Connor discussed the report. Connor reported on the generous donations the Library received from the business community for the Summer Reading Program.

Committee Reports:

Building Committee-

1. To date the Library has paid \$14,342.16 to Cedar Corporation for services during the Cement/Railing Project. The funds have been paid out of the Money Market Account at 1st State and the Building Account at Premier Community Bank.
2. Roof Leak-Van De Hey Roofing repaired one rotten section.
3. Snow Removal- Need someone to do this winter. Discussion of asking the city to clean the sidewalks and around the buildings.
4. Sealcoating Front Driveway- City crew usually fill in the cracks. Board asked Director Connor to check cost of sealcoating the front driveway and to get two (2) estimates.

Finance & Personnel-

County Funding Request- Director Connor reported that Sturm Memorial Library will be facing a decrease in County Funding for 2018 due to lower circulation. Connor informed the Board that Bradley Shippo is now the administrator of OWLS.

Policy Committee- Nothing to Report.

Communications: The Library received an item from an Indiana lady concerning Manawa native.

**Extension of July Meeting Time: At 7:25pm Motion by Brickey/ Golla-Kolosso to extend the meeting time. Motion approved.

Unfinished Business:

Long Range Plan- discussion on where the Board is at with Long Range Planning. Director Connor will email the members material that might be of assistance in responding to Jessica Beckendorf's Strategic Plan feedback request.

Updates on Library Programs-

August 1st is National Night Out in Manawa at Lindsay Park with Chord Trackers for music.

The Sturm Memorial Library sponsored music at the Triangle during the summer.
The Duck Races was a “mixed bag” for the Library as far as paying for a children’s entertainer to perform at the event.
In September CAP Services will present a session on sexual assault.

New Business:

Wisconsin Trustee Training Week and Distribution of Trustee Newsletter-
Director Connor handed out the Trustee Newsletter and encouraged Board to take part in Wisconsin Trustee Training Week during the week August 21- 25, 2017.

Next Meeting Date- August 8, 2017 @ 5:30pm.

Adjournment-Motion by Brown/ Baumgartner to adjourn the meeting at 7:48 pm. Motion carried.

Respectfully Submitted:
Barb Baumgartner, Secretary