

**Sturm Memorial Library
Board of Trustees Meeting
January 9, 2018
Minutes**

Meeting was called to order at 5:32pm by President Judy Trull.

Members present: Judy Trull, Barb Baumgartner, Blair Olsen, Mona Golla-Kolosso, Alice Brown. Dr. Melanie Oppor arrived at 5:50 p.m. Library Director Ellen Connor also present.

Introduction of Visitors: None

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

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

Audience to Visitors: None

Approval of Library Bills- Motion by Baumgartner / Brown to approve December 2017 general bills of \$3,786.45, January 2018 general bills of \$1,173.16, and Donation Expenditures of \$1,270.06. Motion carried

Monthly Budget Report Distribution: Connor explained that salaries went over budget because she was paid for unused comp time that she could not carry over to the new year. Connor also explained that Building Maintenance costs went over because of snow shoveling costs. The costs are high and Connor will contact Quality Concrete to discuss how the Library is being billed. Replacement Fund reflects the purchasing of computers.

Library Director's Report: Nothing to comment.

Committee Reports:

Building Committee-

1. Snow Removal- Discussion on the cost of snow removal.

Finance & Personnel-

1. 2018 Final Budget Distribution- Director revising Budget due to cost of Snow Removal.

Policy Committee- Nothing to Report.

Communications:

Library received a Christmas card from Father Xavier of Sacred Heart Church thanking the Library.

The Library received a check of \$1000 from the B & D (Beverly and Dewey Carl) Foundation.

Unfinished Business:

1. Computer Purchases- Lyn's computer and one public computer are being replaced

- with the costs covered by the Replacement Costs line item in the 2017 budget.
2. Knights of Columbus CD – Ellen is still in discussion about the CD with former KOC members.
 3. Board Vacancy- Director has contacted several people and had two decline. Need more names from the Board members; Judy Hein, Sarah Bortle were mentioned.

New Business:

1. Library Accounts- Director explained problems with accessing various accounts of the Library. She expressed a need for possible Treasurer named to streamline the process. Discussion. Job description to be put on the next month's agenda.
2. Using Consent Agendas- Items on the Board's agenda that are routine don't have to be approved separately and can be combined as one to be approved. Such as; minutes, monthly budget report. Discussion. Will try it out at next meeting.
3. Creating Job Description for Treasurer- Trustees are to come up with treasurer description from other jobs and send by email to Dr. Oppor before next meeting. She will compile and bring to the February meeting.
4. Author Event with Schools- Miranda Paul, Wisconsin author, will be featured for "READ ACROSS AMERICA". Lyn is collaborating with the District Librarian for this event. School District is contributing \$350 toward the event.
5. PLA Conference- Due to a family matter Director Connor explained need to withdraw her registration from the conference. Pres. Trull approved Director's request to withdraw and get refund from registration.

Next Meeting Date: February 13, 2018 @ 5:30pm.

Adjournment-Motion by Brown/ Oppor to adjourn the meeting at 6:33 pm. Motion carried.

Respectfully Submitted:
Barb Baumgartner, Secretary