

**Sturm Memorial Library  
Board of Trustees Meeting  
May 8, 2018**

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

**Roll Call:** members present: Judy Trull, Barb Baumgartner, Coleen Phelan, Mona Golla-Kolosso, Alice Brown. Library Director Ellen Connor also present. Blair Olsen arrived @ 5:40pm and Dr. Melanie Oppor arrived @5:49pm.

**Introduction of Visitors:** none

**Consent Agenda:**

**A.** Motion made by Baumgartner/Brown to move Minutes from Consent Agenda. Motion carried.

**B. Approval of Agenda**

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

Motion by Brown/ Golla Kolosso to approve Consent Agenda of Agenda and Director's report. Motion carried.

**Items removed from Consent Agenda:**

Motion by Baumgartner/Golla-Kolosso to change the wording of January 2018 to April 2018 minutes. Motion carried.

Motion by Brown/ Phelan to approve April 2018 Minutes. Motion carried.

**Approval of Library Bills/ Distribution of Monthly Budget Report:** Motion by Golla-Kolosso/ Brown to approve General Bills of \$13,889.45. Motion carried.

**Audience to Visitors:** none

**Committee Reports:**

**Building Committee:**

1. Steps Replacement- Front steps have been installed and up to code.
2. Blacktop road behind Library- Mayor John Smith not able to be at SML board meeting. Discussion on blacktop issues. Decision to table the blacktop item until Mayor Smith is able to attend SML board meeting.
3. Report of the Building Committee- Director Connor presented the May 1, 2018 review of the building and grounds. Items to be considered are:

Plates supporting railing, damage to section of curb opposite from Book Return Box, coat hooks for children, replace lobby mat, professional cleaning of windows, repaint AC fence, workroom storage shelving, thorough cleaning of Library, repaint lobby walls, security mirrors installed inside library, castors for DVD towers, canvas art for children's area, sealcoating driveway. Miscellaneous things that need to be done: replace a missing rail from split rail fence, women's room fan needs to be checked, front porch fence bench needs touch up, replace drip hose in landscape area in back parking lot, address area underneath tree in back of library, cupboard veneer and some wall covering needs attention, upholstered furniture professionally cleaned.

## **Finance & Personnel-**

1. Renewal of CD at Premier Bank-

Director Connor informed the Board the Premier Bank CD of \$112,495.61 is due July 21<sup>st</sup>. Discussion.

Motion by Dr. Oppor/ Baumgartner to reinvest the CD for six (6) months at .38% interest. Motion carried.

## **Policy Committee:**

1. Policy review in July.
2. Approval of By-Laws Changes-

Director Connor explained the changes in the By-Laws.

Motion by Dr.Oppor/Phelan to approve the By-Laws changes with minor word revision made. Motion carried.

## **Communications:**

1. SML received a check of \$33 from Master Gardeners.
2. Director Connor shared suggestions from the suggestion box.

## **Old Business:**

1. SCLS Foundation- Speaker from the Foundation not available for the meeting. The Board is to submit questions to Director Connor to be passed on to the speaker in preparation for SML Board meeting in July.
2. Knights of Columbus CD -Director Connor presented the letter she will send to the Manawa KC's regarding the use of the CD. The money will be used for upgrading the Library meeting room.

## **New Business:**

1. Adding another substitute staff position - Director Connor had expressed concern about shortage of staff and has asked to have Sue Vater-Olson from Iola Library to aid SML one night a month. Discussion. Motion by Golla-Kolosso/Phelan to approve adding another substitute staff position for one night a month. Motion carried.
2. Adding staff to signature cards for Library accounts - Director Connor expressed need for another staff member signature to Donation account card. She recommended adding Lynn Hokenstad. Discussion. Motion by Brown/ Golla Kolosso to approve adding Lynn Hokenstad's signature to the donation account. Motion carried.
3. Adding non-voting Youth Advisory position to the Board-Discussion – student serve one year, be 16 years of age. Director Connor will send announcement to the High School at the beginning of the school year next fall.
4. OWLS membership agreements-The Board was presented with the OWLS Membership Agreement, discussion. Motion by Brown/ Olsen to approve renewal of OWLS membership agreement. Motion carried.

## **Next Meeting- July 10, 2018 @ 5:30 PM**

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

Respectfully Submitted:

Barbara Baumgartner, Secretary