

**Sturm Memorial Library  
Board of Trustees Meeting  
November 14, 2017  
Minutes**

Meeting was called to order at 5:31pm by President Judy Trull.

Members present: Judy Trull, Barb Baumgartner, Jennifer Brickey, Mona Golla- Kolosso, Alice Brown, Blair Olsen (5:34)  
Library Director Ellen Connor, also present  
Excused- Dr. Melanie Oppor

**Introduction of Visitors:** Jessica Beckendorf, Dennis Steigenberger

**Approval of the Agenda:** Motion by Golla-Kolosso/ Brown -Motion Carried

**Audience to Visitors:**

Dennis Steigenberger explained front steps issue. After reconstruction of steps, they are not quite up to code. The Library has three (3) options:

1. Do nothing and get credit
2. Reject work with Martell and have them do over in the spring
3. Contact another contractor with cost to be deducted from Martell's bill.

Discussion. Dennis suggested release money for railing work, but hold remaining money.

Jessica Beckendorf handed out the official final Long Range Plan for 2017-2022. She explained a few minor changes that she made. She also produced a poster version that can be used to promote the plan on the website and other places. The Board thanked Jessica for her work and assistance in producing the Sturm Memorial Library Long Range Plan.

**Approval of October Meeting Minutes:** Motion by Golla-Kolosso/Brown to approve October minutes with the addition of a correction to September minutes to read August instead of July minutes. Motion carried.

**Approval of Library Bills-** Motion by Brickey / Golla-Kolosso to approve general bills of \$1,549.73, Donation Expenditures of \$1913.45 and Capital Expenditures of \$ 127.50. Motion carried

**Monthly Budget Report Distribution:** Director Connor explained discrepancy in salaries in October report regarding payment to custodian Joe Burkard.

**Library Director's Report:** Director Connor corrected the Stats year dates to read: October 2017 = 3,601 and October 2016 =3,523.

## **Committee Reports:**

### **Building Committee-**

1. Cement Project Update- Discussion on front steps issue. Motion made by Brown/ Brickey: The Board will have Martell Construction re-do the steps and will request that Cedar Corporation have an inspector on-site during the work at the expense of Martell Construction. The Board will withhold payment for this portion of the project until the work is completed. Motion carried.
2. Snow Removal Update- Quality Concrete signed contract with the Library at \$70 an hour to clear the snow from sidewalks and steps. They will also provide salt. Kevin Keller will be the main shoveler.
3. General Maintenance Update- Lights on front porch were cleaned by city. Light fixtures are too high to safely maintain; Director Connor will contact Dave Mackowiak from Master Electric to change position of light fixtures on front porch.

### **Finance & Personnel-**

1. 2018 Budget- Ellen submitted the SML 2018 Budget that was approved by the City Council.
2. 2018 SML Board of Trustees Meeting Calendar was handed out to Board members.
3. Director Evaluation- Committee met with Director Connor and discussed with her the results. Director has set three (3) goals:
  - Address the unknowns that were indicated in the evaluation.
  - Review and work with Long Range Plan
  - Replace yearly evaluation process for staff with goal oriented process and hold quarterly staff meetings.
4. CD Renewals- Director renewed the First State Bank CD for one (1) year at .07% on \$20,000.

**Policy Committee-** Nothing to Report.

### **Communications:**

Sturm Memorial Library received a donation of \$2,000 from Faye Wilson Realty to be used for books for children.

Library received \$90 from Master Gardeners.

The Library received thank you notes from the Door County Library for the staff workshop Ellen participated in and from Premier Bank for participation in their Food Pantry Collection project.

Library received brochure from South Central Library System regarding investment in a foundation specifically for Libraries.

Director Connor received letter of resignation from Board Trustee Jennifer Brickey to be effective December 31, 2017.

### **Unfinished Business:**

1. Knights of Columbus CD- Director Connor talked with KC member, Lloyd Prellwitz. No action taken.

2. Computer Purchases- Nothing to report.

**New Business:**

1. The Library was approached by someone who is eligible for job training through the federal Senior Training & Employment Program. The program allows participating agencies to provide employment up to 20 hours a week with federal funds paying for the wages and Workman's Comp. The Library would be working with Curative Solutions of Green Bay that is the contractor for the program locally. Connor has stated she could provide for 10 hours starting and see how it goes from there. Motion by Baumgartner/Brown to approve Library's participation in STEP. Motion Carried.

**Next Meeting Date:** December 12, 2017 @ 5:30pm.

**Adjournment-**Motion by Brown/ Olsen to adjourn the meeting at 7:23pm. Motion carried.

Respectfully Submitted:  
Barb Baumgartner, Secretary