

**Sturm Memorial Library
Board of Trustees Meeting
December 10, 2019**

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

Roll Call- members present: Judy Trull, Blair Olsen, Alice Brown, Mona Golla-Kolosso, John Mann, Coleen Phelan, Arriving at 5:36 Dr. Melanie Oppor. Library Director Ellen Connor also present.

Approval of Agenda- Motion by Golla-Kolosso/ Brown to approve the agenda Motion carried.

Audience to Visitors- none

Approval of November 2019 minutes- Motion by Brown/ Golla-Kolosso with correcting the word absent to excused. Motion carried.

Distribution of Monthly Budget Report- Currently under budget. Bills pending for Nov./Dec. Snow removal and sprinkler system shutdown. Motion made by Dr. Oppor/ Olsen to transfer \$200. from each Utilities, Telephone, and Continuing Education for a total of \$600. to Building Maintenance budget. Motion carried.

Director Report- no questions on the report. Discussed trauma informed care program that was held at the library.

Committee Reports-

1. Report of Building Committee
 - a. Replaced 5 Emergency Exit Lights with the final one being replaced when the order arrives.
2. Finance & Personnel
 - a. Discussed Director Connors evaluation including last years and this years long range goals. Connor is exceeding expectations.
 - b. Will be moving to an Employee check-in format for staff evaluations. Will also be more inclusive with staff in decision making.
 - c. Discussed and agreed to send the drafted letter concerning the Local Government Investment Pool.
3. Policy Committee- nothing to report

Communications- none

Unfinished Business-

1. Will wait for the new year for Interior reconfiguration study. Did send floor plans to Library Planning Associates.
2. Large screen in the meeting room is working well and used often. Discussed the need to replace chairs and tables in the future. No action taken.

New Business-

1. Trull appointed Brown to serve as Vice-President until the board duties are reassigned in April.
2. Board filled out their per diems.

Approval of Bills- General Bills of \$4,043.83, and Donation Bills of \$2035.69. Motion by Dr. Oppor/ Brown to accept. Motion carried.

Next Meeting- January 14, 2019 @ 5:30PM

Adjournment- Motion by Brown/ Golla-Kolosso to adjourn at 6:25pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary

**Sturm Memorial Library
Finance and Personnel Meeting
Tuesday December 10, 2019
Minutes**

The meeting was called to order by acting chair Judy Trull at 4:35p.m. Members present: Trull, Coleen Phelan. Also present: Ellen Connor, Director.

Phelan volunteered to take minutes.

The committee reviewed the director evaluations in the areas of customer service, organizational growth, administration, financial, and trustee relations. Overall the Director received 174 excellent, 54 satisfactory, and 10 unknown. Comments included but are not limited to the excellent job Ellen is doing marketing the library to the community, the good job she is doing keeping pace with growing technology and how appreciated her attention to financial detail is. There was a question if building maintenance could be better approached and a desire for more feedback from staff on their jobs. Praise was given for the exemplary library staff and that the library has visionary leadership.

Director Connor exceeds expectations.

The committee discussed last year's goals.

The committee heard Director Connors goals for the upcoming year. These include involving the staff more by using the staff check-in evaluation and making long range plans a part of staff conversations. As the library is migrating to a new system, Director Connor will be working toward proficiency with this in a timely manner.

Meeting adjourned at 5:08pm.

Respectfully Submitted:
Coleen Phelan, Secretary