

**Sturm Memorial Library
Board of Trustees Meeting
December 8, 2020**

The meeting was called to order via Go to Meeting at 5:35pm by President Judy Trull.

Roll Call- members present: Judy Trull, Alice Brown, Karen Hoffmann, and Coleen Phelan. Library Director Ellen Connor and Bradley Shipps from OWLS present. Dr. Melanie Oppor arriving at 5:53pm. Blair Olsen arriving at 6:08pm. John Mann absent.

Approval of Agenda- Motion by Brown/ Hoffmann to approve the agenda. Roll call vote: Hoffmann: Yes; Phelan:yes; Brown: Yes.

Approval of October 2020 minutes- Motion by Hoffmann/ Brown to approve the October minutes. Roll call vote: Hoffmann: Yes; Phelan: Yes; Brown: Yes.

Audience to Visitors - none

Approval of Library Bills and Distribution of Monthly Budget Report - Motion by Brown/ Phelan to approve General Bills of \$3,808.21. Donation Bills Expenditures of \$500.88. Roll call vote:Hoffmann: Yes; Phelan: Yes; Brown: Yes.

Committee Reports-

1. Report of Building Committee
 - a. Motion by Dr. Oppor/ Hoffmann to approve the purchase of a 6x16' lobby mat at \$565. Using funds from the maintenance funds. Roll call vote: Hoffmann: Yes; Phelan: Yes; Dr. Oppor: Yes; Brown: Yes.
 - b. Lights project updates.
2. Finance & Personnel
 - a. Staff evaluations will be in December and are to include 2021 goals.
 - b. South Central Library System Foundation Report discussed and will be revisited in January for an overall review.
 - c. The Finance and Personnel committee will take a closer look at the language for the City and Library Personnel Manual updates.

3. Policy Committee

- a. Motion made by Hoffmann/ Dr. Oppor to approve the W.H.S. recommendation to add another level onto our Metrics for Determining Levels of Services. This being Critically High with the level of service to then be curbside only. Roll call vote: Hoffmann: Yes; Phelan: Yes; Dr. Oppor: Yes; Olson: Yes; Brown: Yes.

Communications- Donations of \$100 from Helene Pohl, \$2,000 from Faye Wilson and \$200 from Smartmove Realities for Lyn's programs were received.

Unfinished Business-

1. Discussed WiFi access and safety concerns involving the library parking lot and the attorney drafted letter Director Connor had received rather than to the Library Board. Went over and reworked a response letter to be sent from the library board.

New Business-

1. Judy Trull has given notice of her resignation on the board of Trustees effective January. Board vacancy as of January 2021.
2. Board Per Diems will increase to \$20.00 Per meeting.

Next Meeting- January 12, 2020 @ 5:30PM

Adjournment- Motion by Brown / Dr. Oppor to adjourn at 7:24 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary

