

**Sturm Memorial Library
Board of Trustees Meeting
February 13, 2018**

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

Members present: Judy Trull, Barb Baumgartner, Mona Golla- Kolosso, Alice Brown, Dr. Melanie Oppor. Blair Olsen arrived at 5:34. Library Director Ellen Connor also present.

Introduction of Visitors: Colleen Phelan

Consent Agenda:

Motion by Oppor/Brown to remove Monthly Budget Report from Consent Agenda and move item to IV on the Agenda. Motion carried.

Motion by Baumgartner/Brown to remove Approval of Agenda and amend item IX to read New Business. Motion carried.

Approval of Consent Agenda:

Approval of January 2018 Meeting Minutes

Approval of Director's Report

Motion by Brown/Golla-Kolosso to approve Consent Agenda. Motion carried.

Monthly Budget Report. Director Connor explained the report.

Approval of Agenda with amendment.

Motion by Oppor/Brown to correct IX to New Business. Motion carried.

Approval of Library Bills- Motion by Oppor/ Baumgartner to approve February general bills of \$4658.49, Donation Expenditures of \$659.51 and Credit Card purchases of \$638.65. Motion carried.

Audience to Visitor- Colleen Phelan introduced to the Board by Director Connor.

Committee Reports:

Building Committee-

1. Update on Snow Removal- Director Connor met with Quality Concrete and discussed possible ways of lowering cost of snow removal.

Finance & Personnel-

1. Distribution of 2018 Final Budget- Director Connor needs more time.

Policy Committee-

1. Convene Policy Committee in 2018 to review Collection Development Policy- Director Connor would need time to look at policy.

Communications: None

Old Business:

1. Trustee Vacancy- Director Connor will submit two possible candidates (Missy Lembrecht and Colleen Phelan) to Mayor Smith.
2. Treasurer Position Description- Director Connor contacted the DPI about need for Treasurer. She explained the SML Board needs a Treasurer, but a bonded one is not needed. Discussion about the job description. Oppor will develop a draft of Treasurer's job description and bring to the March meeting for approval.
3. Information on Investing in SCLS (South Central Library System) Foundation- Director Connor explained the benefit of better returns to invest the SML's money in SCLS compared to our CD's. President Trull challenges Board Trustees to look over the information about the Foundation that Connor emailed to members before March's meeting and have some questions to be asked at next meeting.
4. Computer Purchases- OWLS has a backlog and hasn't been in to install the computers. Hopefully by March.
5. Knights of Columbus CD- Director Connor has not received a recommendation from KC's. Oppor recommend that Ellen send the KC's an idea of how the Library will use the money and give members a deadline to respond if they are not in favor of this idea.

New Business:

1. Staff taking Coding Class from UW- Extension- Director Connor requested permission to take a month long Writing Code for Computers class. Cost of \$125 to be taken from the Continuing Education Budget. Motion by Oppor/Golla- Kolosso to approve Director Connor's request. Motion carried.
2. 2017 Annual Report- Approval: Director Connor explained the Annual Report and informed the Board that OWLS wants a formal approval from the Board. Motion by Oppor/ Olsen to accept the 2017 Annual Report. Motion carried.

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

Adjournment-Motion by Brown/ Golla- Kolosso to adjourn the meeting at 7:05 pm. Motion carried.

Respectfully Submitted:
Barb Baumgartner, Secretary