

**Sturm Memorial Library  
Board of Trustees Meeting  
May 13, 2019**

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

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

**Introduction to Visitors-** none

**Approval of Agenda-** Motion by Baumgartner/Brow to approve agenda. Motion carried.

**Audience to Visitors-** none

**Approval of April Regular Meeting Minutes and Committee Minutes-** Motion by Brow/Golla-Kolosso to accept the April minutes. Motion carried. Motion to accept the Committee Meeting minutes with the extra word “are” deleted by Golla-Kolosso/Baumgartner. Motion carried.

**Approval of Bills-** Motion by Golla-Kolosso/Baumgartner to approve Donation Expenditure Account Bills for April of \$1,097.00 and General Bills of \$1,637.9 and capital expenditure bills of \$1,097. Motion carried.

**Distribution of Monthly Budget Report-** Director Connor reported the library is under budget.

**Library Director’s Report (Previously Distributed)-** Director Connor talked about the possibility of including ebooks with circulation numbers. Discussed safety in the library, both for the patrons and the staff.

**Committee Reports**

**Building Committee-**

1. Report of committee: Found priorities to be with sealcoating on the front parking lot, the HVAC fence and the exterior window sills need to be painted, windows needing to be professionally cleaned, and the lobby floor mat needs replacing. Discussed landscaping needs, curb damage along the back parking lot, and furniture and carpet cleaning.

2. Video camera update: installed and coverage is great

3. Drive up book return remade and installed: installed and it works

### **Finance & Personnel**

1. Summary of meeting: meeting moved to July to insure a quorum.

### **Policy Committee-** Nothing to report

**Communications-** A bag of chocolate w/a thank you ribbon from St Pauls. \$300 from Mrs. Jan Kraetch for Mrs. Lyn Hokenstal's programs. A thank you card from MES 4K open house. A thank you card from Kate and Randy at Premier Bank. A thank you to Ellen Connor for working at the Easter Egg Hunt. A resignation letter was received from Barb Baumgartner effective July.

### **Unfinished Business-**

1. New logo for the library: Looked at 6 designs. Will continue to rethink design and revisit in July.

### **New Business-**

1. Safety Plan- Chief Gorman will attend a future staff meeting to provide information on "active shooter" situations and discuss concerns staff may have. Discussed beginning a daily log for staff to record any unusual behaviors. Discussed taking advantage of workshops on de-escalating situations with patrons.
2. Library hours- discussed reducing Wednesday evening hours to 7pm, possibly adding another evening to be open later.
3. New programs scheduled:
  - Packers Century Celebration with Jim Rice on August 22nd.
  - Manhattan Short Film Festival the last week of September.
  - Chad Lewis to return October 8th
4. October meeting date changed to October 7th

### **Next Meeting- July 9, 2019 @ 5:30PM**

**Adjournment-** Motion by Baumgartner/ Golla-Kolosso to adjourn at 6:53pm. Motion carried

Respectfully submitted:  
Coleen Phelan, secretary