

**Sturm Memorial Library
Board of Trustees Meeting
May 12, 2020**

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

Roll Call- members present: Judy Trull, Blair Olsen, Mona Golla-Kolosso, Dr. Melanie Oppor, John Mann, and Coleen Phelan. Library Director Ellen Connor, Bradley Shipps from OWLS also present. Alice Brown joining at 5:40pm

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

Approval of April 2020 minutes- Motion by Golla-Kolosso/ Dr. Oppor to approve the April minutes after fixing the typo by adding an n in Brown. Motion carried.

Approval of Library Bills - General Bills of \$1,616.37. Motion by Dr. Oppor/ Olsen to accept. Motion carried.

Distribution of Monthly Budget Report- Nothing to report

Library Director's Report - Discussed Hoopla and promoting electronic materials. Lyn is working on an online summer program.

Committee Reports-

1. Report of Building Committee
 - a. Damage to the parking lot pole. Called Master Electric about the damage at the base of the pole. They will look at it when able.
2. Finance & Personnel -nothing to report
3. Policy Committee
 - a. Re-opening policy/ procedures. Reviewed general guidelines of phase 1 service level 3. Masks have been ordered for staff. Discussed PPE, wearing of masks, limiting of numbers, or possible time limits for patrons. Library staff hours and staffing of the library was discussed.

- b. General Pandemic Operations Policy: Motion made by Dr. Oppor / Olsen to allow Director Connor to take action per orders coming from the state of Wisconsin regarding the COVID-19 pandemic, recognizing that changes may be instituted regarding those actions at the next scheduled board meeting. Motion passed.

Communications- received a beautiful watercolor picture.

Unfinished Business-

1. Library Redesign- nothing to report.
2. Migration to the new system CARL X continues on schedule.

New Business-

1. Motion made by Olsen / Dr. Oppor to purchase plexiglass shields for the front desk not to exceed \$1200. Motion carried.
2. Grant opportunities - Motion made by Golla-Kolosso/ Dr. Oppor to approve Director Connor applying for Wisconsin Humanities CARES Relief Grant. Motion carried.
3. MPD communications re:parking lot. Motion made by Dr. Oppor/ Olsen to continue to provide 24hr. Wifi service.
4. Motion made by Dr. Oppor/ Mann to purchase a monthly subscription to ZOOM as an online meeting platform. Motion carried.

Next Meeting-June 9, 2020 @ 5:30PM

Adjournment- Motion by Brown / Dr. Oppor to adjourn at 7:13pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary

