

**Sturm Memorial Library
Board of Trustees Meeting
February 9, 2021**

The meeting was called to order via Go to Meeting at 5:31pm by Vice President Alice Brown.

Roll Call- members present: Alice Brown, Dr. Melanie Oppor, John Mann, Karen Hoffmann, Jeremy Bennet, and Coleen Phelan. Library Director Ellen Connor and Liz Kauth from OWLS present. Lyn Hokenstad arrived at 5:40pm, Blair Olson arrived at 6:10pm.

Approval of Agenda- Motion by Dr. Oppor/ Hoffmann to approve the agenda. Roll call vote: Phelan: Yes; Bennet: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes. Motion carried.

Approval of January 2020 minutes- Motion by Mann/ Dr. Oppor to approve the January minutes. Roll call vote: Phelan: Yes; Bennet: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes. Motion carried.

Audience to Visitors - none

Approval of Library Bills and Distribution of Monthly Budget Report - Motion by Dr. Oppor/ Hoffman to approve General Bills of \$3,161.03 and Donations account of \$1,781.86. Roll call vote: Phelan: Yes; Bennet: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes. Motion carried.

Library Director's Report- Discussed OWLS CARES grant that is to be used for upgrading workstations.

Committee Reports-

1. Report of Building Committee
 - a. Motion by Phelan/ Hoffmann to approve replacing one for one the lights on four poles with new LED lights using monies from the building fund. Roll call vote: Phelan: Yes; Bennet: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes. Motion carried.
 - b. No general maintenance to report.

2. Finance & Personnel
 - a. Staff goal check-ins expected in February.
 - b. Ellen will follow up with the city regarding the personnel manual and any revisions that may be wanted.
 - c. The board discussed and agreed that it would be useful to have a person with financially geared eyes to briefly look over our South Central Library Foundation account.

3. Policy Committee
 - a. Nothing to report.

Communications- Nothing to report.

Unfinished Business-

1. Discussed the e-mailed letter received from Mayor Smith Re: the library boards authority on matters of the library. The city will no longer involve itself with our Wi-Fi or be putting in new lighting or cameras on Library grounds as this is the Library's responsibility.

New Business-

1. Discussed the 2020 Annual Report especially looking at circulation data. Motion by Dr. Oppor/ Hoffmann to approve the 2020 Annual report as submitted. Roll call vote: Phelan: Yes; Bennet: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes; Olson: Yes. Motion carried.
2. Motion made by Dr. Oppor/ Mann that the Outagamie Waupaca Library System did provide effective leadership and adequately met the needs of the library. Roll call vote: Phelan: Yes; Bennet: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes; Olson: Yes. Motion carried.
3. Two laptops for patrons were approved through a grant program.
4. Hoffmann and Phelan will be the nominating committee for officer elections in April.
5. Discussed Library Legislative Day and the sending out of postcards.

Next Meeting- March 9, 2021 @ 5:30PM

Adjournment- Motion by Hoffmann/ Bennet to adjourn at 7:13 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary