

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

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, and Coleen Phelan. Library Director Ellen Connor and Liz Kauth from OWLS present. Lyn Hokenstad arrived at 5:49pm, Blair Olsen arrived at 6:15pm.

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

Approval of December 2020 minutes- Motion by Hoffmann/ Dr. Oppor to approve the December minutes. Roll call vote: Dr. Oppor: Yes; Phelan: 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 transfer the Sturm Memorial Library Fun balance estimated at \$3,098.14 to be transferred to the local investment pool pending the final budget review. Roll call vote: Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Hoffmann: Yes. Motion carried. Motion by Phelan/ Hoffman to approve General Bills of \$2,323.77 for December, \$1,175.64 for January. Roll call vote: Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Hoffmann: Yes. Motion carried.

Committee Reports-

1. Report of Building Committee
 - a. Lights project is ongoing and will continue to update. LED upgrades will be installed on parking lot poles.
 - b. Fire alarm system was inspected. Replaced batteries and one light in a smoke alarm.
2. Finance & Personnel
 - a. Updating personnel manual to reflect current language with an update again in February.

- b. No additions to the Library Personnel Manual at this time.
- c. The first staff check-in / quarterly meeting will be held this month.
- d. Discussed South Central Library Foundation.

3. Policy Committee

- a. Nothing to report.

Communications- Donations from Carol Trantow reflective of the number of books she's read this year! Received \$189. grant from OWLS to be used towards ZOOM. Many wonderful cards were received as well.

Unfinished Business-

1. Discussed the communications with city Re: attorney letter. Motion by Hoffmann/ Mann to send the letter as presented with amendments. Roll call vote: Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Hoffmann: Yes; Olson: Yes; Brown: Abstains. Motion carried. Board will each receive a copy of this letter.
2. Wifi access is currently between the hours of 6:00am- 10:00pm everyday. Cameras will be going up on city owned poles in the parking lot. This will be a city project and not a board matter.

New Business-

1. At this time distribution of Covid-19 home tests by our library is not being looked into further.
2. Distribution of 2021 Board Calendar.
3. The board will be welcoming new member Jeremy Bennet in February.
4. Motion by Hoffmann/ Dr. Oppor to approve up to \$225.00 for a Continuing Ed class. Roll call vote: Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Hoffmann: Yes; Olson: Yes. Motion carried.

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

Adjournment- Motion by Olson/ Mann to adjourn at 6:57 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary

