

**Sturm Memorial Library
Board of Trustees Meeting
November 12, 2019**

The meeting was called to order at 5:32pm by Acting President Blair Olsen.

Roll Call- members present: Blair Olsen, Alice Brown, Mona Golla-Kolosso, John Mann, Coleen Phelan, Dr. Melanie Oppor. Absent: Judy Trull. Library Director Ellen Connor also present.

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

Approval of October 2019 minutes- Motion by Oppor/ Brown. Motion carried.

Audience to Visitors- none

Distribution of Monthly Budget Report- Currently under budget. Motion made by Brown/ Olsen to move \$500 from monies budgeted for in each Materials, Continuing Education, and Office Supplies totaling \$1,500 to Building Maintenance for the month of December. Motion carried.

Director Report- no questions on the report. Ellen reported a new time management software through OWLS is in the works.

Committee Reports-

1. Report of Building Committee
 - a. Interior hallway and sills are painted. The fence post is rotten. It will not be painted and will need to be replaced. Christensen Home Decorators suggested treated lumber instead of painted cedar to replace.
 - b. Heard back about joining mixed metals for railing plates and it is not recommended. Will continue to look into alternatives for railing plates and discuss in spring.
2. Finance & Personnel
 - a. Discussed 2020 budget.

Motion made by Brown / Oppor to rescind the 3% wage adjustment for support staff. Motion carried. Motion made by Oppor / Brown to adopt the 2020 Budget with the Cities 3% wage increase. Motion carried.

b. Reviewed a drafted letter regarding the Local Government Investment Pool. No action taken.

c. Collection of director evaluations: ongoing.

3. Policy Committee- Reviewed recommendations of additions and revisions to the Policy Manual. Motion made by Olsen/ Golla-Kolosso to accept additions and revisions as recommended by the policy committee. Motion carried.

Communications- Received thank you cards from CAP Services, Chad Lewis, the Downtown Revitalization Committee for participation in the Artwalk, and the School District of Manawa for Ellen's contributions to the mental health panel.

Old Business-

1. Motion made by Brown/ Mann to approve \$5,999 from the Knights of Columbus funds to be used for meeting room upgrades. Motion carried.
2. Motion made by Oppor/ Brown to retain the consultation services from Library Planning Associates to reconfigure the library space. Motion carried.
3. Library logo. Will revisit at a later date.

New Business-

1. Motion made by Oppor/Golla-Kolosso to approve purchasing 2 tablets from AWE Learning totaling \$5,062 from the Donations fund. Motion carried.
2. Motion made by Brown/ Oppor to purchase 2 Dell computers at \$1,558. And 2 iPads at \$649. Motion carried.

Approval of Bills- General Bills of \$4,876.28, Capital Expenditures of \$6,764.00, and Donation Bills of \$867.94. Motion by Brown / Oppor. Motion carried.

Next Meeting- December 10, 2019 @ 5:30PM

Adjournment- Motion by Brown/ Oppor to adjourn at 7:15pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary