

**Sturm Memorial Library
Board of Trustees Meeting
November 10, 2020**

The meeting was called to order via Go to Meeting at 5:32pm by President Judy Trull.

Roll Call- members present: Judy Trull,, Alice Brown, Dr. Melanie Oppor, John Mann, Karen Hoffmann, and Coleen Phelan. Library Director Ellen Connor,Lyn Hokenstad, and Bradley Shipps from OWLS present. Blair Olsen arriving at 6:08.

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

Approval of October 2020 minutes- Motion by Hoffmann/ Mann to approve the October minutes with amended name spellings. Roll call vote: Phelan: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes; Brown: Yes.

Audience to Visitors - none

Approval of Library Bills and Distribution of Monthly Budget Report - Motion by Brown/ Dr. Oppor to approve General Bills of \$3,808.21. Roll call vote: Phelan: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes; Brown: Yes.

Committee Reports-

1. Report of Building Committee
 - a. General updates including the snow plowing contract signed with Scott Jaeger, no reply from Dennis Steinburger of Cedar Corporation, Green Boyz did their fall clean up. We will be looking at interior painting, new shelving, and furniture replacement.
 - b. The lighting costs ran over estimates due to different parts needed.

2. Finance & Personnel
 - a. 2021 budget updated with lowered expected revenue for next year.

- b. Discussed Director Connor's evaluation held November 2, 2020. Reiterated that any questions or concerns should be brought to Director Connor as she is always happy to answer them. In an attempt to have more open communication with the city counsel the Directors Report will be shared with them monthly.
3. Policy Committee
 - a. Reviewed policy updates with the asked for additions that explain what the categories are telling us.

Communications- Donation of \$1,000 from B&D Foundation for general operations and a portion to be used to replace the American flag as needed. Received a thankyou card from Premier Bank.

Unfinished Business-

1. Discussed WiFi access and safety concerns involving the library parking lot. Discussed City attorney order sent to Director Connor rather than to the Library Board.
Motion made by Hoffmann/ Mann to give Director Connor the authority to have WiFi turned on 6a.m.- 10p.m. 7days a week and to have this action reviewed again in 3 months to include any supporting data from the city police department of nefarious activities around the library grounds. Motion passed Roll call vote: Phelan: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes; Brown: Nay; Olson: Yes
Motion made by Dr. Oppor/ Hoffmann to give Director Connor the authority to contact Alliant to have service lights added onto the existing poles and to have them billed to the current electric bill. Motion passed Roll call vote: Phelan: Yes; Dr. Oppor: Yes; Mann: Yes; Hoffmann: Yes; Brown: Yes; Olson: Yes
2. Update on Self-Checkout Grant.

New Business-

1. Motion by Dr. Oppor/ Brown to contribute \$4,000.00 to the Story Walk Project with the funding coming from the donations account.

Motion passed Roll call vote: Phelan: Yes; Dr. Oppor: Yes; Mann:
Abstain; Hoffmann: Yes; Brown: Yes; Olson: Yes

Next Meeting- December 8, 2020 @ 5:30PM

Adjournment- Motion by Brown / Olson to adjourn at 7:20 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary