

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

The meeting was called to order at 5:30pm by President Alice Brown.

Roll Call- members present: Alice Brown, Jeremy Bennett, Dr. Melanie Oppor, Karen Hoffmann, John Mann, Coleen Phelan, and Library Director Ellen Connor. Lyn Hokenstad joined online 5:36 and Blair Olsen joined online 5:49pm .

No Visitors

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

Approval of October 2021 minutes- Motion by Phelan/ Hoffmann to approve the October minutes. Motion carried.

Audience to Visitors- No visitors

Monthly Budget Report- Reviewed. Discussed maintenance/ custodian position that has been empty leading to a minor surplus in salaries and how to compensate staff that have been taking on these custodial duties.

Director's Report- Reviewed. Discussed the plethora of programs that Lyn Hokenstad has coordinated. Thanks Lyn!

Committee Reports-

1. Report of Building Committee
 - a. Maintenance/ custodian position has been posted with INDEED. Still looking to get a water bottle filling station.
 - b. The Deb Hoffmann Memorial Garden plan was discussed. Karen Hoffmann presented an initial proposal with the visual concept sketched out. This included the 3 companies we are looking at for the table, benches, and bike rack with pros, cons, and estimates for them. The committee will meet again before the next meeting to finalize selections using the board's input.

2. Finance & Personnel

- a. Discussed the 2022 budget.
 - b. Motion made by Dr. Oppor/ Hoffmann to move the monies from the First State Bank CD that is due 12/16/2021 and invest it into the South Central Library System Foundation. Motion carried.
 - c. Director's evaluation handed in and will be reviewed.
3. Policy Committee
- a. Motion by Dr. Oppor/ Bennett to approve the updated Pandemic/ Epidemic Policy as presented. Motion passed.
 - b. Motion by Hoffmann/ Olsen to approve the revisions to the Board By-Laws as amended. Motion passed.

Communications- B&D Foundation donation of \$1,000.

Unfinished Business-

1. Motion made by Hoffmann/ Mann To reopen the Wifi 24 hours/ 7days a week and to revisit in 6 months. Six yays, 1 nay; Motion carried.
2. Discussed having the city attorney review the Library Policies Updates.

New Business-

1. Discussed our Freedom to Read Statement.
2. Motion made at 7:26 by Bennett/ Dr. Oppor to extend the meeting. Motion carried.
3. Handed out Trustee Essential #23 and discussed
4. Motion made by Hoffmann/ Dr. Oppor to replace workroom computers and purchase dual monitors at Director Connors discretion; not to exceed \$3,000. Motion carried.

Approval of Bills- Motion made by Hoffmann/ Dr. Oppor to approve the General Bills of \$2,348.30 and the corrected Donations Account Expenditures \$996.94. Motion carried.

Next Meeting- December 14, 2021 @ 5:30PM

Adjournment- Motion by Bennett/ Olsen to adjourn at 7:39 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary