

**Sturm Memorial Library
Board of Trustees Meeting
November 9, 2022**

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

Roll Call- members present: Alice Brown, Jeremy Bennett, John Mann, Jessica Rosenow, Dr. Melanie Oppor, Karen Hoffmann, Coleen Phelan, and Library Director Ellen Connor.

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

Approval of October 2022 minutes- Motion by Hoffmann/ Dr. Oppor to approve the October trustee minutes. Motion carried.

Audience to Visitors- none

Monthly Budget Report- Reviewed.

Director's Report- discussed circulation

Committee Reports-

1. Report of Building Committee
 - a. Will begin to research new tables for the meeting room.
 - b. Will continue to look into the hardware needed to bolt the Deb Memorial Garden table and benches to the ground. Still discussing the curb lip by the bench.

2. Finance & Personnel
 - a. 3% raise approved in the 2023 budget, Ellen will attend the budget hearing.
 - b. SCLS reports for October were reviewed.
 - c. Reviewed Director evaluation. She has been given an excellent job performance review. Will be updating job descriptions and implementing a formal staff check-ins document for the end of the year

- d. Motion made by Phelan/ Dr. Oppor to approve participation in the Employee Assistance Program the City of Manawa is adopting. motion carried.

3. Policy Committee

- a. Motion by Bennett/ Rosenow to approve Personnel Policy additions as presented. Motion carried.
- b. Motion by Dr. Oppor/ Hoffmann to approve the General Policies addition to the Reconsideration of Materials Policy whereby no reconsideration of material will be considered more than once in a five year period. Motion carried.

Communications- We received a Thank you from Amanda from OWLS.

Unfinished Business-

1. Discussed WiLS Strategic Planning Project. Jessica Rosenow and Director Connor will attend.
2. US Cellular will lend us a hot spot to test out the coverage capabilities.
3. Discussed converting the microfilm to digital format and will continue to investigate this direction.

New Business-

1. No new business

Approval of Bills- Motion made by Rosenow/ Dr. Oppor to approve the corrected General Bills of \$1,417.16, and the Donations Account Expenditures of \$1,600.55. Motion carried.

Next Meeting- December 13, 2022 @ 5:30PM

Adjournment- Motion by Bennett/ Hoffmann to adjourn at 6:55 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary