

**Sturm Memorial Library
Board of Trustees Meeting
October 13, 2020**

The meeting was called to order via Go to Meeting at 5:30pm by President Judy Trull.

Roll Call- members present: Judy Trull, Blair Olsen, Alice Brown, Dr. Melanie Oppor, John Mann, and Coleen Phelan. Library Director Ellen Connor, Bradley Shipps from OWLS present. Lyn Hokenstad and Karen Hoffmann were also present. Blair Olsen was excused at 7:33pm.

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

Approval of September 2020 minutes- Motion by Brown/Dr. Oppor to approve the September minutes. Roll call vote: Dr. Oppor: Yes; Brown: Yes; Olsen: Yes; Mann: Yes; Phelan: Yes.

Approval of Library Bills and Distribution of Monthly Budget Report - Motion by Olsen/ Dr. Oppor to approve General Bills of \$3,121.46 and Donations account of \$341.49. Roll call vote: Dr. Oppor: Yes; Brown: Yes; Olsen: Yes; Mann: Yes; Phelan: Yes.

Audience to Visitors - Welcomed Karen Hoffmann

Committee Reports-

1. Report of Building Committee
 - a. General maintenance updates discussed. Dennis from Cedar Corporation will be out by the end of the month, Green Boyz will come out to look at 2 bushes that were replaced and are now dead, the windows were washed, yearly pest spraying was done, still looking at replacing the entrance mat.
 - b. Motion by Dr. Oppor/ Olsen to approve both option one and two of the proposal submitted by Master Electrical Services LLC with the funds being allocated from the Personnel Budget using the unspent dollars from the maintenance position transferred into the Maintenance Fund. Roll call

vote: Dr. Oppor: Yes; Brown: Yes; Olsen: Yes; Mann: Yes; Phelan: Yes.

2. Finance & Personnel

- a. The 2021 budget will be revisited after Monday night's budget meeting.
- b. SCLSF reviewed
- c. FFCRA discussed
- d. Motion made by Dr. Oppor/ Mann for the Premier Community Bank Certificate of deposit coming due this month to be renewed for 12 months at an interest rate of .40%. Roll call vote: Dr. Oppor: Yes; Brown: Yes; Olsen: Yes; Mann: Yes; Phelan: Yes.

3. Policy Committee

- a. Motion made by Phelan/ Brown to adopt the Addition of the Revisions to Pandemic Policy 2020 as an addition to the Sturm Memorial Library policy once revised to include the specific numbers that coordinate to the categories, very high, high, medium, and low. Roll call vote: Dr. Oppor: Yes; Brown: Yes; Olsen: Yes; Mann: Yes; Phelan: Yes.
- b. Discussion on mask wearing and the best ways to serve the community during the pandemic.

Unfinished Business-

1. Discussed the Immediate Compliance letter received from David Forsythe, City Attorney regarding turning the wifi off during the hours the library is closed and concerns regarding limiting access of this library service.
2. Motion made by Dr. Oppor/ Mann to transfer the Deborah Hoffmann Memorial funds from the Donation Fund Account to a segregated spot in the Building and Grounds Fund. Roll call vote: Dr. Oppor: Yes; Brown: Yes; Mann: Yes; Phelan: Yes.
3. Board vacancy is expected to be filled by Karen Hoffmann.

New Business-

1. Motion made by Brown/ Dr. Oppor to accept OWLS membership agreement thru December 31, 2022. Roll call vote: Dr. Oppor: Yes; Brown: Yes; Mann: Yes; Phelan: Yes.

Next Meeting- November 10, 2020 @ 5:30PM

Adjournment- Motion by Brown / Mann to adjourn at 7:42 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary