

**Sturm Memorial Library
Sturm Memorial Library Board of Trustees Meeting
Tuesday October 12, 2021
Minutes**

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

Roll: Brown, Dr. Melanie Oppor (virtual), Blair Olsen, Jeremy Bennett, John Mann.
Karen Hoffmann arrived at 5:50pm. (Virtual) Also present: Library Director Ellen Connor.

Move Mann/Oppor to approve the Agenda. Motion carried.

Move Oppor/Olsen to approve the September 14, 2021 minutes.

Distribution of Monthly Budget Report: Connor reported that the budget is under in salaries and that some of the money shifted to salaries from materials might be able to be put back into the materials budget. She will update in November.

No visitors

Directors Report (Previously submitted)

Committee Reports:

A. Building Committee –

Discussion of replacing rubber mats in the building and using a rental maintenance program to furnish rugs. No decision.

B. Finance and Personal -

1. 2022 Budget Update: Connor will be attending the City Council Meeting on October 18th.

2. SCLSF Report – there was a loss for the month of September.

3. Upcoming CD Renewals at Premiere and First State bank:

Balance at premiere was 105,100.13

Balance at first state is 207,000.00

Move Hoffmann/Mann to transfer money from CD at Premiere Bank to SCLSF. Motion carried.

Deferring discussion on First State CD until Nov meeting.

There was discussion of the Library's checking accounts and having accessible funds.

C. Policy Committee

1. Approval of Updated Policy Manual: Connor outlined major changes to the Policy Manual and thanked the Policy Committee for all of their work. The Request for Reconsideration of Materials was changed to make the questions more neutral. The response protocol for active shooter situations was changed from Standard Response Protocol to Run Hide Fight protocol from the Department of Homeland Security.

Also changed was how complaints going above the Director would be handled to ensure the board acts together and not individually.

Move by Olsen/Bennett to accept the revised Policy Manual.

2. Board By-Laws – Connor will prepare proposed revisions to the By-Laws for the November meeting.

Old Business

A. Request for incident Reports from MPD May 2021 to date:

Move Mann/Blair to request incident reports on library property from the Manawa Police Department to follow up with reviewing the Wireless policy as put forth in the original letter to the MPD.

B. Storywalk™ Update:

School Librarian is happy that we're agreeing to help out – will be discussing it with school administrators. Construction will not start until Spring.

C. Equipment Purchases Update -

Purchased Canopy - Ellen is happy with this, although it is heavy.
Banner purchase will go through the same company we got the canopy from.

More federal funding for library through DPI will possibly fund new furniture or equipment.

X. New Business

A. Library Legal Council

Move Bennett/Hoffmann to inquire if the city attorney will review library policies and find out how much it will cost or if it's covered under the city's contingency.

B. Digitizing Newspaper Microfilm Collection

One company has submitted a bid for \$16,000. Connor will try to get more bids.

Move Olsen/Mann to approve general bills of \$2,210.70 and Donation bills of \$258.04.
Motion carried.

Next Meeting Date: November 9, 2021 at 5:30pm

Move Olsen/Mann to adjourn the meeting at 7:02pm. Meeting adjourned.

Submitted by acting secretary Jeremy Bennett
(Reformatted and minor additions by Ellen Connor)