

**Sturm Memorial Library
Board of Trustees Meeting
September 15, 2020**

The meeting was called to order via Go to Meeting at 5:36pm 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, Amanda Lee from OWLS, Lyn Hokenstad, and Jeanne Gehrke were also present.

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

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

Approval of Library Bills and Distribution of Monthly Budget Report - Motion by Mann/ Olsen to approve General Bills of \$1,677.44, Donation Expenditures account \$2,487.32. Roll call vote: Brown: Yes; Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Olsen: Yes.

Audience to Visitors - Welcomed Jeanne Gehrke who spoke to request accommodations for the mask mandate.

Directors Report - Discussed numbers of patrons and curbside.

Committee Reports-

1. Report of Building Committee
 - a. Len Below hired to fill the maintenance position.
 - b. Will get an estimate for upgrades to the lights in the main area of the library from Master Electric.
 - c. Motion by Dr. Oppor/ Brown to approve the replacement of the lobby light fixtures by Master Electric within the range of \$400.00 - \$500.00. Roll call vote: Brown: Yes; Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Olsen: Yes.
 - d. Manawa Heating and Cooling will be upgrading the furnace filters this week.
 - e. Snow removal contract discussed.

2. Finance & Personnel

- a. 2021 budget discussed.
- b. Motion by Mann/ Dr. Oppor to renew the CD at First State Bank for 15 months at the interest rate of .55. Roll call vote: Brown: Yes; Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Olsen: Yes.

3. Policy Committee

- a. Motion by Brown/ Olsen to adapt the mask mandate policy to include Wednesday's 5:30 pm - 6:30 pm as a time for those unable to wear a mask to use the library building. Roll call vote: Brown: Yes; Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Olsen: Yes.

Communications- Donation received in memory of Carol Diehl. Two donations received for the Deborah Hoffman Memorial. Letter received from Erin Hoffman Harding.

Unfinished Business-

1. No further communications regarding the MPD wireless request were received.
2. Motion by Brown/ Dr. Oppor to have buildings and grounds committee to work with Director Connor and the families of Deborah Hoffman to create a memorial space. Roll call vote: Brown: Yes; Dr. Oppor: Yes; Phelan: Yes; Mann: Yes; Olsen: Yes.
3. Laptop is in the library.
4. Progress using the new system CARLX is slow but steady.
5. Looking to fill the board vacancy

New Business-

1. Director evaluation forms distributed.

Next Meeting- October 13, 2020 @ 5:30PM

Adjournment- Motion by Brown / Dr. Oppor to adjourn at 6:44 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary