

Stillwater Public Library Board of Trustees meeting 1/13/2026

Called to order at 7:00 pm by Heather Frank & opened with a reading of the mission statement. Members present: X indicates member NOT present

Lora Segura	Brandon Dingeman	Rachel Womble
John Butler	Emily Moose	Linda Tracy X
Heather Frank	Joel Lombardi	Christine Zakrzewski

Staff Present:

Sara Kipp, Director	Anne Marie Dame Hallum, Treasurer
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Guests present: none

Friends:

1st Public Input session: none

Motion to: approve the minutes of previous meeting on 1/13/2025

Made by: Chris Zakrzewski Seconded: John Butler

Passed unanimously? **YES / NO**

Finance committee report /Treasurer’s Report: Anne Marie Dame Hallum

Reviewed all reports. See full report

- CD renewal 2/18 rolling over \$190,000 through May
- Book shelf purchase
- Janitorial credit from Dec/Jan missed cleaning dates

Motion to approve the Treasurer’s Report for January 2025

Made by: Emily Moose Seconded by: Rachel Womble

Passed unanimously? **YES / NO**

Motion to approve \$19,937.04 in audited claims as of February 10, 2026

Made by: John Butler Seconded by: Emily Moose

Passed unanimously? **YES / NO**

Motion to approve budget adjustments as of February 10, 2026

Made by: Chris Zakrzewski Seconded by: Emily Moose

Passed unanimously? **YES / NO**

Director’s Report given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Refining teen plan of service
- Looking to hire a new closer by May
- Comicon 4/26 - returning to the Comm Center
- Expecting digital borrowing to continue to increase

Building and Grounds: John

- Actuator in teen room replaced \$800 & another is now broken - est \$532
- McBride completed some work no longer doing “walk through”

- Looking for a handyman
- Simoncavage coming to repair a leak in the basement
- Building lamps move - pending placement decision
- Building signs are replacing them

Planning/Personnel/Policy/Training given by: Emily Moose & Joel Lombardi

- Directors review pending
- Meeting next month

2nd public input session: none

Correspondence from: none

New Business:

- Discuss next year's budget
 - increasing digital and book budget
 - Increase phone & automated services
 - Reduce library supplies and legal to balance above increases
 - Increase Electric to cover this year's highest bill times 12

Action items:

a) Resolution #1: Election Tax Cap

Motion to allow the library board to override the tax cap

Made by: Rachel Womble Seconded by: Emily Moose

Passed unanimously? **YES / NO**

b) Resolution #2: FYE 2027 budget at \$425,990 to be raised by taxes

Motion to approve

Made by: John Butler Seconded by: Joel Lombardi

Passed unanimously? **YES / NO**

c) Resolution #3: Election of Trustees

Motion to approve

Made by: Emily Moose Seconded by: Chris Zakrzewski

Passed unanimously? **YES / NO**

Adjournment: 7:45 pm

Minutes recorded by secretary, Christine Zakrzewski