

Stillwater Public Library

Board of Trustees Meeting Minutes

Section 1 – Meeting Information

Date: April 14, 2026

Time Called to Order: 7:30 PM

Location: Stillwater Public Library

Meeting Called to Order By: President, Heather Frank

Mission Statement Read By: President, Heather Frank

Section 2 – Attendance

Trustees Present: John Butler, Brandon Dingeman, Heather Frank, Joel Lombardi, Emily Moose, Lora Segura, Linda Tracy, Rachel Womble, Christine Zakrzewski

Staff Present: Director, Sara Kipp, Treasurer, Anne Marie Dame-Hallum

Guests/Friends Present: Eric Nelson

Section 3 – Public Input Session #1

Friends: name change paperwork, plant sale 5/30(10-2), 2 open positions, scholarships forms at school,

Section 4 – Approval of Previous Minutes

Date of Previous Minutes: March 10, 2026

Notes / Alterations: none

Motion Made By: John Butler

Seconded By: Brandon Dingeman

Motion passed.

Section 5 – Treasurer’s Report

Report Given By: Treasurer, Anne Marie Dame-Hallum

Date of Treasurer's Reports: April 14 2026

Financial Report Summary: CD renewal pending, Otis & Trane in contract, reviewed balances and budget. The budget looks good, saved some expenses on cleaning. Attorney/Professional fees over budget, will make adjustments Filed CHAR500.

Date of Audited Claims: April 14 2026

Total of Audited Claims: \$20,004.4

Motion to Approve Treasurer’s Report

Motion Made By: Linda Tracy

Seconded By: Rachel Womble

Motion passed.

Motion to Approve Audited Claims as of April 14, 2026

Motion Made By: Christine Zakrzewski

Seconded By: Brandon Dingeman

Motion passed.

Section 6 – Building & Grounds Report

Report Given By: John Butler

Met last week. Lora is working on an estimate on parking top coat, first scheduled for 4/20. Looking into a second estimate. Vehicle bumpers need to be replaced/ moved Walk through with Albany Mechanical for HVAC- they suggest we convert to Natural Gas. Randy Rathburn invited to June B&G meeting. Pavilion lightening, propose use controlled LED lights, hope to stain pavilion this week. Shed work on entry ramp is pending. Basement cleanup and shelving completed. Teen collection complete. Need to replace or repair carpet tiles in entry area. Floor drain plumbing and a few small projects are still pending.

Section 7 – Personnel, Policy, and Education Report

Report Given By: Emily Moose

none

Section 8 – Planning Report

Report Given By: Joel Lombardi

none

Section 9 – Director’s Report

Report Given By: Sara Kipp

Annual report filed, corrections pending. SALS dinner 5/18. Alexandria has adjusted her last day to June 15. Accepting applications, would like to start May 4. Personnel Committee does not meet until 5/5. Singing Sprouts is changing day & time to Tues at 11am. ComicCon at community center 4/25 from 10-2. Community summit on 4/4, well attended, positive results and communications. Planning update provided, with many areas addressed. Food truck beginning soon.

Section 10 – Correspondence and Communications

none

Section 11 – New Business

Brandon - reviewed solar options, savings & expenses for us. Would need roof replacement prior to solar installation. There are available grant opportunities to offset some costs. Will look into life expectancy, warranty & repair/replacement processes. Will need information on insurance adjustments. Brandon will continue followup.

Action Item #1

Title: Motion to approve provisional appointment of chosen new employee of May 4, 2026 pending Board approval on May 12.

Motion Made By: John Butler

Seconded By: Brandon Dingeman

Motion passed.

Public Input Session #2

none

Adjournment

Motion Made By: Emily Moose

Seconded By: Rachel Womble

At: 8:16 PM

Minutes Recorded By: Secretary, Christine Zakrzewski