

# Stillwater Public Library

## Board of Trustees Meeting Minutes

### Section 1 – Meeting Information

**Date:** May 12, 2026

**Time Called to Order:** 7:00 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, Lora Segura, Linda Tracy, Rachel Womble, Christine Zakrzewski

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

**Guests/Friends Present:** None

### Section 3 – Public Input Session #1

Friends: plant sale and repair cafe5/30(10-1)

### Section 4 – Approval of Previous Minutes

**Date of Previous Minutes:** April 14, 2026

**Notes / Alterations:** Corrected time for Friends Plant Sale on 5/30 (10-1)

**Motion Made By:** John Butler

**Seconded By:** Christine Zakrzewski

**Motion passed.**

## **Section 5 – Treasurer’s Report**

**Report Given By:** Treasurer, Anne Marie Dame-Hallum

**Date of Treasurer's Reports:** May 12, 2026

**Financial Report Summary:** CD rollover of \$100,000. The budget looks good. Reviewed adjustments.

**Date of Audited Claims:** April 14 2026

**Total of Audited Claims:** \$79,123.84

### **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:** Brandon Dingeman

**Seconded By:** Rachel Womble

**Motion passed.**

## **Section 6 – Building & Grounds Report**

**Report Given By:** John Butler

Sara Kipp did a “walk through” with Mohawk Heating and Cooling, which seemed productive, pending a second visit. Randy Rathburn to attend the June B&G meeting.

Pavilion staining has begun, looking for ideas to lessen splash back dirt on pillars. Parking lot update-proposal to fill the crack and topcoat to maintain as long as possible. Need ADA curbing at front to be improved. John Butler will further look into these.

## **Section 7 – Personnel, Policy, and Education Report**

**Report Given By:** Christine Zakrzewski

Reviewed the applications and new hires with Sara

## **Section 8 – Planning Report**

**Report Given By:**

none

## **Section 9 – Director’s Report**

**Report Given By:** Sara Kipp

SALS dinner 5/18, tickets have been purchased. Received “Love my Library” funding, but unsure of exact amount at this time. Acquired new technology (skylight calendar) for the office to improve project tracking and completion. Sara conducted 5 interviews and hired 2 new employees. The Community Center will have summer classes and plan to bring the children regularly to the library. Planning a “block party” with “Big Tony’s” for June 13. She hopes to get a band from school “School of Rock” to perform. Ebooks use continues to increase. New application through your library card for language acquisition (Mango Languages)

## **Section 10 – Correspondence and Communications** none

## **Section 11 – New Business**

none

## **Action Item #1**

**Title:** Motion to hire Kara Dickinson as Part Time Library Clerk, effective April 30, 2026.

**Motion Made By:** John Butler

**Seconded By:** Joel Lombardi

**Motion passed.**

**Title:** Motion to hire Julianna Seabury as Part Time Library Clerk, effective May 4, 2026.

**Motion Made By:** Joel Lombardi

**Seconded By:** Linda Tracy

**Motion passed.**

**Title:** Motion to offer \$15,000 per full time employee in health insurance per the Stillwater Public Library employment policy as of July 1, 2026.

**Motion Made By:** Christine Zakrzewski

**Seconded By:** Brandon Dingeman

**Motion passed.**

## **Public Input Session #2**

none

## **Adjournment**

**Motion Made By:** Rachel Womble

**Seconded By:** John Butler

**At:** 7:35 PM

**Minutes Recorded By:** Secretary, Christine Zakrzewski