

Stillwater Public Library: Board of Trustees Meeting Minutes

SECTION 1 – MEETING INFORMATION

Date: 07/14/2026

Time Called to Order: 7:00 pm

Location: ☒ Stillwater Public Library Other:

Meeting Called to Order with Mission Statement Read By:

☒ Heather Frank, President ☐ Emily Moose, Vice President ☐ Other:

SECTION 2 – ATTENDANCE

Trustees Present:

☒ John Butler	☒ Eric Nelson
☒ Brandon Dingeman	☒ Lora Segura
☒ Heather Frank	☒ Rachel Womble
☒ Andrew Krupski	☐ Christine Zakrzewski
☒ Emily Moose	

Staff Present:

☒ Director, Sara Kipp ☒ Treasurer, Anne Marie Hallum ☐ Other:

Elections Held, if any:

- Meeting turned over to Brandon Dingeman, Nominations Committee Chairperson.
- Slate of Officers presented: Heather Frank, President; Emily Moose Vice President; Rachel Womble, Vice President of Finance; Christine Zakrzewski, Secretary
- No nominations from the floor.
- Vote was held unanimous, meeting returned to the Board President

Guests/Friends Present with Summary:

SECTION 3 – PUBLIC INPUT SESSION #1

SECTION 4 – APPROVAL OF MINUTES FROM PREVIOUS MEETING

Motion Made By: John Butler

Seconded By: Brandon Dingeman

Comments/Corrections:

Global Grant total should read \$2750, not \$2700

Motion ☒passed ☐failed ☐tabled

SECTION 5 – TREASURER’S REPORT’S DATED TODAY

Report Given By: ☒Anne Marie Hallum ☐Other: _____

Summary:

- Audit – due 60 days from 6/30 – will apply for an extension.
- Will contact Cusack and Company.
- CD renewal in August, CD Maturity date correction needed on Balance Sheet.
- Final budget adjustments presented.

Motion to Approve Treasurer’s Report

Motion Made By: Emily Moose

Seconded By: John Butler

Motion ☒passed ☐failed ☐tabled

Motion to Approve Audited Claims:

Total of Audited Claims: \$ 11,305.94 for 06/30/2026 & \$3,324.36 for 07/14/2026.

Motion Made By: Rachel Womble

Seconded By: Brandon Dingeman

Motion ☒passed ☐failed ☐tabled

Motion to Approve Budget Adjustments, If Any:

Motion Made By: Emily Moose

Seconded By: John Butler

Motion ☒passed ☐failed ☐tabled

SECTION 6 – BUILDING & GROUNDS REPORT

☒ Report Given By: John Butler

- HVAC walk through – recommended switching to simple electric hot water tank with timer to allow us to turn off boilers during the summer months.
- Parking lot work is complete.
- Rathbun has cut down the river bank.

SECTION 7 – PERSONNEL, POLICY, & EDUCATION REPORT

☐ Report Given By:

SECTION 8 – PLANNING REPORT

☒ Report Given By: Emily Moose

- Tracking sheet has been updated.

SECTION 9 – DIRECTOR’S REPORT

☒ Report Given By: Sara Kipp

☒ Other:

- Summer reading is going well with 30,420 pages read so far.
- Foot traffic counter must be replaced.
- Food trucks continue to be well received.
- Final statistics were presented for the fiscal year.

SECTION 10 – CORRESPONDENCE AND COMMUNICATIONS

- Facebook Message from Anthony and Amy Schunk.

SECTION 11 – NEW BUSINESS

- Committees assigned.

SECTION 12 - ACTION ITEMS, IF ANY

☒ **Action Item #1:**

Motion to accept the Slate of Officers as presented.

Motion Made By: John Butler

Seconded By: Brandon Dingeman

Motion

☒ passed

☐ failed

☐ tabled

☒ Action Item #2:

Motion to appoint Anne Marie Hallum as Treasurer for FYE 2027.

Motion Made By: Rachel Womble

Seconded By: Emily Moose

Motion ☒passed ☐failed ☐tabled

☒ Action Item #3:

Motion to send letter written in response to Anthony and Amy Schunk.

Motion Made By: Emily Moose

Seconded By: Brandon Dingeman

Motion ☒passed ☐failed ☐tabled

☐ Action Item #4:

Motion Made By:

Seconded By:

Motion ☐passed ☐failed ☐tabled

SECTION 13 - PUBLIC INPUT SESSION #2

SECTION 14 - ADJOURNMENT

Motion Made By: John Butler

Seconded By: Rachel Womble

Motion ☒passed ☐failed ☐tabled

Minutes Recorded By: ☐ Christine Zakrzewski, Secretary ☒ Other: Rachel Womble