

Stillwater Public Library Board of Trustees meeting 11/8/2022

Called to order at 7:00 pm by Emily Moose & opened with a reading of the mission statement

Members present: X indicates member NOT present

Tom Boucher X	Mary Herlt	Rachel Womble
John Butler	Emily Moose	Linda Tracy
Heather Frank X	Sharon Culliton X	Christine Zakrzewski

Staff Present:

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

Friends:

- Cookie walk at Stillwater Craft Fair 12/3 @ comm Ctr. from 10-3
- Deliver cookies to Library by 12/2 at 5pm

1st Public Input session: none

Motion to: approve the minutes of previous meeting

Made by: Linda Tracy Secoded: John Butler

Passed unanimously? **YES / NO**

Finance committee report /Treasurer's Report presented by: Anne Marie Hallum

Reviewed all reports. See full reports:

- Working on BAN
- First interest payment is due BEFORE \$ arrives from school - plan for this to happen annually
- Anne discussing/researching these & other points - answers pending upcoming meeting
- Budget adjustments to programs and security

Motion to approve the Treasurer's Report for October 2022:

Made by: Mary Herlt Secoded by: Linda Tracy

Passed unanimously? **YES / NO**

Motion to approve \$6776.09 in audited claims as of 11/08/2022 for payment.

Made by: John Butler Secoded by: Christine Zakrzewski

Passed unanimously? **YES / NO**

Motion to approve \$6112.00 in audited claims as of 11/08/2022 for payment of the Capital Project.

Made by: Christine Zakrzewski Secoded by: Mary Herlt

Passed unanimously? **YES / NO**

Director's Report given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Ladies night went well \$14,000 was donated to the Library
- Patrons were able to Venmo directly to the building account
- Fall Festival went well approx 568 participants
- Variance forms-for construction grant have been updated & sent to DLD
- Sara Dallas helping with NYS Charter
- Farm to library suspended until further notice
- Operating hours survey-ongoing
- Conflict of interest paperwork pending

- Printer is HERE
- Door counter issues-temp fix,
- Back door panic bar broken, pending maintenance

Building and Grounds given by John Butler

Topics discussed:

- 10/26 meeting with new concept
- 11/1 & 3 canceled
- Could be a while before we go out to bid again
- Board has communicated, we are unwilling to go with a total project cost that is over the initial budget

Personnel/Policy Report given by - Christine Zakrzewski & Emily Moose

- Early Dec meeting to go through Eval forms & create a, Eval that will work for us

Trustee Training given by Emily Moose & Christine Zakrzewski

Action Items: none

2nd public input session: none

Correspondence from: none

New Business:

Adjournment 7:44 pm

Minutes recorded by the Secretary, Christine Zakrzewski