

Stillwater Public Library Board of Trustees meeting 1/14/2025

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

Tom Boucher	Brandon Dingeman	Rachel Womble
John Butler	Emily Moose	Linda Tracy X
Heather Frank X	Joel Lombardi	Christine Zakrzewski
Staff Present:		
Sara Kipp, Director	Anne-Marie Hallum, Treasurer	

Guests present: none

Friends: none

1st Public Input session: none

Motion to: approve the minutes of previous meeting on 12/10/2024

Made by: Christine Zakrzewski Seconded: Tom Boucher

Passed unanimously? **YES** / NO

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

Reviewed all reports. See full report

- Reviewed tentative budget
- Several proposed increases (insurance, maintenance, elevator)
- Under 2% cap
- Create our own language for the school budget bulletin (Joel)

Motion to approve the Treasurer's Report for December 2024

Made by: John Butler Seconded by: Rachel Womble

Passed unanimously? **YES** / NO

Motion to approve \$6562.42 in audited claims as of 1/14/2025 for payment

Made by: Rachel Womble Seconded by: Brandon Dingeman

Passed unanimously? **YES** / NO

Director's Report given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Awarded \$15,000 to purchase pavillion
- Multiple donations received
- Janitorial estimates from Knight Rider - lower than current cleaner
- General maintenance estimates from McBride
- Programming going well
- Need to schedule focus meetings for public input need board members present
 - 3/15 & 22
 - 5/17 & 24

Building and Grounds - nothing additional

Personnel/Policy Report:

- Next meeting: February 4, 2025 at 7:00pm

Trustee Training: none

2nd public input session: none

Correspondence from:

- Thank you letter for the Meditation/Yoga day

New Business: Joel Dingeman

- Solar - Joe Mueller
- Incentives and tax credit options reviewed
- Could do a "sponsor a panel" fundraising

Action items:

a) Motion to approve Knight Rider clean the library windows in and out for \$2,244.00

Made by Rachel Womble Seconded John Butler

Passed unanimously? **YES** / NO

b) Motion to Contract Knight Rider Janitorial Services for weekly cleaning at \$988 per month, eliminating out current "cleaning" position

Made by: Tom Boucher Seconded: Brandon Dingeman

Passed unanimously? **YES** / NO

c) Motion to contract McBride's Property Maintenance LLC for the calendar year 2025 at \$150 per month for inspections and at negotiated rates for any issues that require their attention.

Made by: Rachel Womble Seconded: Christine Zakrzewski

Passed unanimously? **YES** / NO

d) Motion to move forward with the Garden Time estimate used for the Alfre Solomon Trust Grant of \$15,000 which will require \$2500 - \$4500 from donations

Made by: John Butler Seconded: Tom Boucher

Passed unanimously? **YES** / NO

Adjournment: 7:57 pm

Minutes recorded by secretary, Christine Zakrzewski

***up for reelection: Christine Zakrzewski, Tom Boucher & Brandon Dingeman (Tom is retiring)*