

Stillwater Public Library Board of Trustees meeting 3/14/2023

Called to order at 7:05 pm by Heather Frank & opened with a reading of the mission statement Members present: X indicates member NOT present

Tom Boucher	Mary Herlt X	Rachel Womble
John Butler	Emily Moose	Linda Tracy
Heather Frank	vacancy	Christine Zakrzewski
Staff Present:		
Sara Kipp, Director	Anne-Marie Hallum, Treasurer	

Guests present: Expected not present due to weather

Friends: Theresa Gonzalez not present due to weather

We discussed the fundraiser- Meat Raffle

1st Public Input session: none

Motion to: approve the minutes as amended of previous meeting on 2/14/2023

Made by: Emily Moose Seconded: Tom Boucher

Passed unanimously? **YES** / NO

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

Reviewed all reports. See full reports:

- Reviewed tax cap override process & BAN that we resolve tonight
- Money should be in by May
- reviewed reports
- no longer charge for fax- we can use money from copies to cover costs in fax, allowing patrons to fax for free
- Audit will need to be addressed - current auditor is retiring
 - Who will we hire?
 - What will the cost be?
 - When should we do the next audit?

Motion to approve the Treasurer's Report for February 2023:

Made by: Linda Tracy Seconded by: Tom Boucher

Passed unanimously? **YES** / NO

Motion to approve \$9,982.58 in audited claims as of 3/14/2023 for payment of operating expenses.

Made by: Emily Moose Seconded by: Christine Zakrzewski

Passed unanimously? **YES** / NO

Motion to approve \$327,481.36 in audited claims as of 3/14/2023 for payment of the Capital Project.

Made by: Christine Zakrzewski Seconded by: Linda Tracy

Passed unanimously? **YES** / NO

Director's Report given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Previewed resolutions for this evening
- Windows installed will add at least 2 weeks to completion date
- Ryan Castledine has plans for story walk signs
- Submitted Challenge Grant - request \$5000 to cover teen section deco & furniture (1950s theme)
- Summer reading flyers are set
- Summer concert series - Sara working to set up performers
- Interpretive sign - showing history of area will be installed near new building

Building and Grounds given by: Sara Kipp, Tom Boucher

Topics discussed:

- Change orders - discussed & described process
 - Switches
 - Add Breakers
 - Main service panel
 - Additional fire alarm devices
 - Temporary electricity for contractors
- Windows & various grant possibilities to help cover costs
- Discussed interior & exterior colors at last meeting

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

- See full report
- Sara clarified need for a 2nd maintenance position for new building, someone who is flexible to meet inconsistent hours (Ex: am bathrooms, mid day shoveling, evening trash removal)

Trustee Training given by: Emily Moose & Christine Zakrzewski

- Reminder - sign up for meets
- Linda informed us they are sharing the link, when you register so you can view later

Action Items:

- Motion to approve the changing of windows from Andersen E-Series per bid documents to Andersen 400 series for an amount not to exceed 251,000 for alternates 4&5.

Made by: Tom Boucher Seconded: Emily Moose

Passed unanimously? **YES** / NO

- Motion to approve Flex Electric change orders 1-5 totaling \$9,607.00

Made by: Emily Moose Seconded: Linda Tracy

Passed unanimously? **YES** / NO

- Resolutions:

Resolution #1: Tax Cap Override

- Motion to read tax cap override - Resolution #1

Made by Tom Boucher Second: Emily Moose

VOTE: Heather-yes; Emily-yes; Chris-yes; Tom-yes; John-yes; Linda-yes; Rachel-yes

Resolution #2: FYE 2024 Operating Budget at \$348,757.00

- Motion to read Resolution #2: FYE 2024 Operating Budget at \$348,757.00

Made by: Emily Moose Second: Tom Boucher

Passed unanimously? **YES** / NO

Resolution #3: Trustee Election

- Motion to read Resolution #3: Trustee Election

Made by: Linda Tracy Second: Rachel Wombel

Passed unanimously? **YES** / NO

Resolution #4: BAN

- Motion to read Resolution #4: BAN

Made by: Emily Moose Seconded: John Butler

Passed unanimously? **YES** / NO

2nd public input session: none

Correspondence from:

- Thank you note
- Sharon Culliton resignation

Motion to accept resignation of Sharon Culliton, with regret

Made by: Tom Boucher Second: Tom Boucher

Passed unanimously? **YES** / NO

New Business: none

Adjournment: **8:22** pm *Minutes recorded by the Secretary, Christine Zakrzewski*