

Stillwater Public Library Board of Trustees meeting 5/16/2023

Called to order at 6:02 pm by Heather Frank & 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	vacancy	Christine Zakrzewski

Staff Present:

Sara Kipp, Director	Anne-Marie Hallum, Treasurer	
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Guests present:

Joel Lombardi

Friends: none

1st Public Input session:

Motion to: approve the minutes of previous meeting on 4/11/2023

Made by: John Butler Seconded: Emily Moose

Passed unanimously? **YES** / NO

Motion to: approve the minutes of special meeting on 4/20/2023

Made by: Mary Herlt Seconded: Linda Tracy

Passed unanimously? **YES** / NO

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

Reviewed all reports. See full reports:

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

Made by: Emily Moose Seconded by: John Butler

Passed unanimously? **YES** / NO

Motion to approve \$5,455.30 in audited claims as of 5/09/2023 for payment of operating expenses.

Made by: Mary Herlt Seconded by: Christine Zakrzewski

Passed unanimously? **YES** / NO

Motion to approve \$315,720.17 in audited claims as of 5/09/2023 for payment of the Capital Project.

Made by: John Butler Seconded by: Emily Moose

Passed unanimously? **YES** / NO

Director's Report given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Brainstorming ways to save
 - several items/furniture from current building will go to new building
 - Modifications to wall/closet
- Owners meeting went well
- Timeline on track

- Window pricing
- Next Canal Grant soon - Sara will apply again
- Received the SALS Challenge Grant of \$3792 for teen section - 50's diner booth
- ALA Transform Community Grant - \$10,000 for ADA compliant sidewalk
- Farmers Market up and running on Mondays

Building and Grounds given by: no meeting

Topics discussed: Sara shared contractor progress reports

- Progress pictures supplied by contractors
- Details of ongoing work and expenditures
- Plank states there are trace amounts of PCB's in removed soil-pending additional review

Personnel/Policy Report given by - Emily Moose

- Move to Executive Session to discuss director review

Exec Session: 7:02pm

Discussed Director Evaluation

Motion to Exit exec session 7:09

Made by: Mary Herlt Secoded: John Butler

Trustee Training given by: Emily Moose & Christine Zakrzewski

- Watch the videos
- Chris will resend if needed

Action Items: none

2nd public input session: none

Correspondence from:none

New Business: none

Adjournment: 7:10 pm

Minutes recorded by the Secretary, Christine Zakrzewski