

Stillwater Public Library Board of Trustees meeting 6/11/2024

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
Heather Frank	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 5/14/2024

Made by: John Butler Seconded: Tom Boucher

Passed unanimously? **YES** / NO

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

Reviewed all reports. See full reports

- Investigating higher interest accounts

Motion to approve the Treasurer’s Report for May 2024

Made by: Tom Boucher Seconded by: Linda Tracy

Passed unanimously? **YES** / NO

Motion to approve \$11,016.08 in audited claims as of 6/11/2024 for payment of operating expenses

Made by: Emily Moose Seconded by: John Butler

Passed unanimously? **YES** / NO

Motion to approve \$ 15,452.56 in audited claims as of 6/11/2024 for the Capital Project

Made by: Christine Zakrzewski Seconded by: Emily Moose

Passed unanimously? **YES** / NO

Motion to approve budget adjustments

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)

- Investigating Solomon Grant
- Food truck days going well
- Second concert tomorrow 6/12

- Construction meeting with Mike Delima

Building and Grounds given by: Tom Boucher

- First estimate in for landscaping
- Get more bids
- Ordered car stops
- Elevator company recommendation
- Paint shed 6/19 at 8:30
- Bid for carpet cleaning

Personnel/Policy Report given by: Christine Zakrzewski

- Review performance evals
- Staff coming up with ideas
- New salary language regarding pay for assistants - "work 35-40 hours".
- Director review draft to review

Trustee Training given by: none

2nd public input session: none

Correspondence from:

New Business: none

Action items:

Motion to: make the Library Assistant - FT position salary non-exempt positions with 35-40 hour work week.

Made by: John Butler Seconded: Emily Moose

Passed unanimously? **YES** / NO

Motion to appoint AnneMarie Dame Hallum as treasurer for FYE 2025

Made by: Emily Moose Seconded: Rachel Womble

Passed unanimously? **YES** / NO

Motion to adjourn into executive session

Made by: John Butler Seconded: Rachel Womble

Motion to adjourn executive meeting

Made by: John Butler Seconded: Joel Lombardi

Adjournment: 8:43pm

Minutes recorded by the Secretary, Christine Zakrzewski