

**Stillwater Public Library Board of Trustees meeting 6/13/2023**

**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	Mary Herlt	Rachel Womble
John Butler	Emily Moose	Linda Tracy
Heather Frank X	Joel Lombardi	Christine Zakrzewski

**Staff Present:**

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

**Friends:** none

**1st Public Input session:** Joel Lombardi - observing

**Motion to:** approve the minutes of previous meeting on 5/16/2023

Made by: Tom Boucher    Seconded: John Butler

Passed unanimously? **YES** / NO

**Motion to:** approve the minutes of previous meeting on 6/1/2023

Made by: John Butler    Seconded: Tom Boucher

Passed unanimously? **YES** / NO

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

Reviewed all reports. See full reports:

- Budget adjustments
- Summer concert payments
- New BAN going out for sale, approx results - end of June
- Still need to reduce final BOND amount (\$112,500)
- Think about sale of building for \$150,000 with closing in Dec

**Motion to approve the Treasurer's Report for May 2023:**

Made by: Mary Herlt    Seconded by: John Butler

Passed unanimously? **YES** / NO

**Motion to approve** \$7830.63\_ in audited claims as of 6/13/2023 for payment of operating expenses. Made by: Chris Zakrzewski    Seconded by: Rachel Womble

Passed unanimously? **YES** / NO

**Motion to approve** \$30,741.01 in audited claims as of 6/13/2023 for payment of the Capital Project.

Made by: Chris Zakrzewski    Seconded by: Rachel Womble

Passed unanimously? **YES** / NO

**Director's Report** given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Windows- maximum cost \$228,098 - covers all 54 windows
- Project updates - see Sara's full report
- End of month - official "walk through" with local politicians
- Summer reading has begun
- Staff request team meetings - would mean closing early? Paying staff? Request board think on this
- Programs doing well - new patron doing very well

**Building and Grounds** given by: Sara

- Adjustment to dig costs lowered our expenses
- Work is progressing well with expected completion in Mid October
- Reviewed furniture and shelving

**Personnel/Policy Report** given by: Rachel Womble, Emily Moose, Chris Zakrzewski

- Payroll schedule & pay rate change request
- Sara's evaluation

**Trustee Training** given by:

- Reminder to sign up for trainings

**Action Items:**

a) Motion to approve adding the window alternate with Plank Construction for all 54 windows for \$228,098.00

Made by: Mary Herlt      Seconded by: Tom Boucher

Passed unanimously? **YES** / NO

b) Motion to approve the employee pay rate changes as of July 1, 2023 for the next fiscal year

Made by: John Butler      Seconded by: Rachel Wombel

Passed unanimously? **YES** / NO

**2nd public input session:** none

**Correspondence from:** none

**New Business:**

Motion to move to executive session to discuss Director's Evaluation

Made by: Rachel Womble      Seconded: Tom Boucher

Passed unanimously? **YES** / NO

Motion to leave executive session to discuss Director's Evaluation

Made by: Rachel Womble      Seconded: Tom Boucher

Passed unanimously? **YES** / NO

**Adjournment of Executive session: \_8:23\_\_ pm**

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*Minutes recorded by the Secretary, Christine Zakrzewski*