

**Stillwater Public Library Board of Trustees 4/13/2021**

Called to order at \_\_\_7:03\_\_\_ pm \_\_\_ by \_\_\_Emily Ndaler\_\_\_

Members present: X indicates member NOT present

Resigned due to move out of district

Tom Boucher	Mary Herlt	Meghan Stevens x
John Butler	Emily Nadler	Linda Tracy
Heather Frank	Michael Reeves x	Christine Zakrzewski

**Staff Present:**

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

**Friends Update,** given by:\_\_\_none\_\_\_

**1st Public Input session** \_\_\_NONE\_\_\_

**Old business:**

**Motion to accept the minutes** of the previous regular meeting as recommended by the Secretary:

Made by:\_\_\_Tom Boucher\_\_\_ Seconded by: \_\_\_Heather Frank\_\_\_

Passed unanimously? **YES**/ NO\_\_\_

**Finance committee report** presented by: \_\_\_Heather Frank\_\_\_

Reviewed expenditures. See full reports.

Sufficient balance for remainder of the year.

**Treasurer’s Report** presented by: \_\_\_AnneMarie Hallum\_\_\_

Reviewed all reports. See full reports:

Adequate remaining budget - \$115,000 remaining for the next 3 months

Change to security - new company

**Motion to approve the Treasurer’s Report:**

Made by: \_\_\_John Butler\_\_\_ Seconded by: \_\_\_Mary Herlt\_\_\_

Passed unanimously? **YES** / NO

**Motion to approve audited claims** of \_14,959.31\_\_\_ for \_March 2021\_\_\_

Made by \_Mary Herlt\_\_\_ second \_Heather Frank\_\_\_

Passed unanimously? **Yes**/No

**Director’s Report** given by : \_\_\_Sara Kipp\_\_\_

Report reviewed. Topics discussed: - see full report

ALA grant awarded \$3,000 to engage community in building project  
Michele raised \$1057 for teen room  
Farmers' market to begin June 1 on Tuesdays from 3:00-6:00pm  
Mrs Barbolt has resigned - replacement needs to be approved  
Sara - taking a vacation the week of May 3  
Farm 2 Library - If interested we may need to purchase a fridge  
Policy - Meghan moved out of Stillwater - no longer a trustee - Sara added her position to the 4 remaining legal advertisements (motion below)  
Flood insurance - pending final details, but building is above flood plan

**Building Planning** given by \_\_\_\_\_

Topics discussed: (see full report)  
Need new chair - Linda Tracy or Mary Herlt - pending acceptance

**Building & Grounds** given by \_Sara Kipp\_\_\_

Topics discussed:  
Lamp replaced  
New cleaner hired  
Paint estimate - pending for flag pole, lamp & stairs with a possible donation of labor  
Benches to be placed - waiting for weather to be more consistent

**Personnel/Policy Report** given by \_\_No report\_\_

Policy needs to have a formal meeting - TBD  
The Committee agreed to forgo a formal meeting & approve new part-time clerk now, to facilitate timely hiring.

**Motion:** to approve the hiring of Angelina Sorokey-Nilsen as part time clerk at minimum wage as of May 10, 2021

Made by: Heather Frank      Seconded    \_\_\_John Butler\_\_\_  
Passed Unanimously **YES/NO**

**Fundraising update** given by \_NONE\_\_

**2nd public input session:** \_\_\_\_\_ NONE \_\_\_\_\_

**Correspondence from:**

Email from Meghan Stevens regarding recent move to Mechanicville address.

**New Business:** \_\_\_\_\_

Send thank you to Meghan Stevens for her years of service - Emily

**ACTION ITEMS:**

**Motion** to acknowledge the modification of current election legal notice to include, "To elect one (1) member of the Board of Trustees of the Stillwater Public Library to succeed Meghan Stevens whose term expires effective June 30, 2023. One (1) vacancy will be elected at-large for a term commencing July 1, 2021 and expiring June 30, 2023.

Made by: \_\_Tom Boucher\_\_                      Seconded: \_\_Christine Zakrzewski\_\_

Passed unanimously **YES/NO**

Motion to enter into executive session to discuss real estate

Motion: \_\_Mary Herlt\_\_                      Second: \_\_Heather Frank\_\_

All in favor YES

**EXECUTIVE SESSION: 7:24**

Update on property: elevation-out of flood plan, test results, progress etc

Pending insurability, is it ok to continue to move forward?

Motion to adjourn executive session

Made by: \_\_Heather Frank\_\_                      Seconded: \_\_Tom Boucher\_\_

All in favor YES

Exec adjournment \_\_ 7: 39 \_\_pm

**Adjournment** \_\_7:40\_\_ pm

*Minutes recorded by Christine Zakrzewski, Secretary*