

**Stillwater Public Library Board of Trustees meeting 4/14/2022**

**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	Mary Herlt	Sharon Gavitt X
John Butler (call-in)	Emily Nadler	Linda Tracy
Heather Frank	Kim Maynard X	Christine Zakrzewski

Staff Present:

Sara Kipp, Director	Anne-Marie Hallum, Treasurer	Michele Barron X
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**Guests present:** NONE

**Friends Update:** Sara Kipp

- T-shirt fundraiser \$15 each
- 4/23 from 11am to 3pm - comic con
- June 8 - annual meeting with elections

**1st Public Input session:** none

**EMAIL communications:** none

**Old Business:**

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

Made by: Tom Boucher      Seconded by: Mary Herlt

Passed unanimously? **YES/** No

**Finance committee report /Treasurer's Report** presented by: Heather Frank

Reviewed all reports. See full reports:

- Hoopla - huge success, \$2000 of grant monies toward the expenses
- Email from school regarding maturity/payment date (expected June 2023 - we thought later)
- Anne-Marie will contact school to clarify the exact date of maturity

Treasurer report - AnneMarie Hallum

Reviewed all reports. See full reports:

- Attorney fees - moving monies to cover these fluctuating costs
- Cash accounts good
- Budget - adjustments to over expenditures
- Need to cover Hoopla
- Capital project bill fluctuates (Butler/Rowland) - billing hours rather than expected fees, this is ok as long as he doesn't go over projected costs
- Adjustments: spending Stewarts grant - adding to Books/Audio
  - Increasing digital by \$2000 due to Hoopla success
  - Taking from grant and aid monies
  - Health overages moved into heating oil expenses

- Commercial insurance was increased to cover audit
- \$1000 moved out of Technology for Water/Sewer bill
- At closing we received \$680 from seller for pending bills (water/sewer)
- \$5000 from fund balance for legal services
- Review check details & operating acct
- Debit acct will show more expenditures, due to closing of Amazon card

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

Made by: Mary Herlt    Seconded by: Tom Boucher

Passed unanimously? **YES / NO**

**Motion to approve \$5,414.96 in audited claims** as of 3/12/2022 for payment

Made by: Linda Tracy    Seconded by: Emily Nadler

Passed unanimously? **Yes/No**

**Motion to approve \$14,130 in audited claims** in audited claims as of 3/12/2022 for payment of the Capital Project

Made by: Emily Nadler                      Seconded by: Linda Tracy

Passed unanimously? **Yes/No**

**Motion to approve** Budget adjustments put forth by Anne-Marie Hallum

Made by: John Butler                      Seconded: Linda Tracy

Passed unanimously? **Yes/No**

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

Report reviewed. Topics discussed: ( see full report)

- Received Stewarts grant
- No Global foundries grant
- Tutoring & PTA meetings
- Programming in on point
- Will be offering library programming at Comic Con
- Tech/Equipment
- Phone purchase
- New people counters installed - expect 2 months of estimated foot traffic
- Tech from new building will be removed & stored during demo
- SALS -open meetings law update to be shared via Sara at a later date
- 3-5 petitions for elections submitted

**Building and Grounds** given by Sara Kipp

Topics discussed:

- 3/28 meeting - reviewed plans of building, Sara followed up with Paul after
- Was beneficial to sit & chat with plans in front of them
- Exterior lighting presented
- Drop ceiling in all rooms except childrens & main room
- Cable drops & track lighting in high ceiling rooms
- Teen section - larger than current location
- Suggest we walk through after pre demo to "get a feel" for the size of rooms

- 2 contractors came to see the building for bid
- Add is in paper for bid - next time we get information earlier
- Bid process 1 week later than expectation
- **Friday 4/22 @ 5:10 - ten minute special meeting to discuss building project bids**

**Building Planning** given by NONE

**Personnel/Policy Report** given by Christine Zakrzewski

- No meeting

**Trustee Training** given by Christine Zakrzewski/Emily Nadler

- No meeting
- Advise continue trustee training - email Chris & Emily if you need information
- Chris will share the certificate folder

**2nd public input session:** none

**Correspondence from:** none

**Action Items:**

**Motion to** remove Kim Maynard as Trustee due to schedule conflicts resulting in absence from more than three regular meetings.

Made by: Emily Nadler      Seconded: Tom Boucher

Passed unanimously? **Yes/No**

- Heather will call Kim to notify her of dismissal

**New Business:** none

**Executive Session:** none

**Adjournment** 7:35 pm

*Minutes recorded by the Secretary, Christine Zakrzewski*