

Stillwater Public Library Board of Trustees meeting on 8/13/2019

Called to order at 7:00pm by Emily Nadler

Members present: X indicates member NOT present

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

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:** none

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

Made by: Heather Frank      Seconded by: Michael Reeves

Passed unanimously? **YES** / NO

**Finance committee report** presented by: Anne Hallum

Topics discussed: Capital Projects Expense line item, AUD due on 8/31/2019, fine from the IRS - Judith Klingebiel is addressing, computer purchase expense split between FYE 2019 and FYE 2020

Action item included? **YES** / **NO**

**Treasurer's Report** presented by: Anne Hallum

Motion to approve the Treasurer's Report:

Made by: Michael Reeves      Seconded by: Tom Boucher

Passed unanimously? **YES** / NO

Motion to approve the \$4,414.62 in Audited Claims for June 2019

Made by: Tom Boucher      Seconded by: John Butler

Passed unanimously? **YES** / NO

Motion to approve the \$9,958.06 in Audited Claims for July 2019

Made by: John Butler      Seconded by: Heather Frank

Passed unanimously? **YES** / NO

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

Report reviewed. Topics discussed: Fire inspection and required adjustments

Action item included? **YES** / NO

**Building & Grounds** given by: Tom Boucher

Topics discussed: Maintenance position needs to be filled for at least the next six months, Frank Zagorski will continue to help as he can.

Action item included? **YES** / NO

**Building Planning** given by: John Butler

Report reviewed. Topics discussed: review of Kinderhook and Stanford library visits, invite for Thursday 4:30 meeting with Paul Mays to include galway visit and site reviews.

Action item included? **YES** / **NO**

**Planning Report**

Report reviewed. Topics discussed: community opinion poll (We heard you Dots), trips to see libraries.

Action item included? **YES** / **NO**

**Policy Report** given by Emily Nadler.

Topics discussed: Review of Ellen Bach's confirmation of board decision on personnel benefits.

Action item included? **YES** / **NO**

**Action items**

- Motion to spend the Friends of the Library \$1,000 donation on upfront costs for Ladies Night 2019 made by Tom Boucher, seconded by Michael Reeves, motion passed unanimously.
- Motion to hire Mike Corbett as maintenance person for a six month probationary period at \$20.00 an hour made by Tom Boucher, seconded by John Butler, motion passed unanimously.

2nd public input session: none

Correspondence: Thank you card from Mary Ann Galarneau

**New Business:**

- 2019-2020 committee appointments, with description updates.
- The chairperson of each committee shall submit a typed report summarizing the committee meeting and email it to Sara and Emily no later than two weeks following the committee meeting date. If the chairperson is unable to meet these requirements, he or she must appoint a person on the committee to complete this task. For the Finance Committee, the report needs to be emailed to Sara and Emily by the Friday immediately following the meeting so that the rest of the Board has adequate time to review it.
- Suggestion box to be used as a direct line of communication with the board. Box will be opened at each Finance Committee meeting, all items brought to the next board meeting and treated as correspondence.
- Open maintenance position (Building and Grounds report and action item).
- Discussion regarding fundraising (action item regarding upfront costs).

Adjournment 7:50 pm