

**Sturm Memorial Library
Board of Trustees Meeting
April 12, 2022**

The meeting was called to order at 5:30 pm by President Alice Brown.

Roll Call- members present: Alice Brown, Karen Hoffmann, Jeremy Bennett, John Mann, Jessica Rosenow, Coleen Phelan, and Library Director Ellen Connor. Dr. Melanie Oppor joined online at 6:08 pm.

Visitors- Lyn Hokenstad was present for the election of the officers.

Election of Officers- Officers elected to the following positions:

President - Alice Brown

Vice- President - Karen Hoffmann

Secretary - Coleen Phelan

Treasurer - Jessica Rosenow

President Appointment of Committee Members- Appointments as followed:

Building committee- Karen Hoffmann, Jeremy Bennett

Finance and Personnel- Alice Brown, Jessica Rosenow, and John Mann

Policy Committee- Dr. Melanie Oppor, Coleen Phelan

Approval of Agenda- Motion by Phelan/ Bennett to approve the agenda after amending it with the addition of an Approval of Monthly Bills. Motion carried.

Approval of March 2022 minutes- Motion by Hoffmann/ Rosenow to approve the March minutes. Motion carried.

Monthly Budget Report- Motion made by Hoffmann/ Bennett to approve February and March budget reports. Motion approved.

Library Director's Report- discussed

Committee Reports-

1. Report of Building Committee
 - a. Motion made by Hoffmann/ Mann to approve Lorge Plumbing estimate for the bottle filling station. Monies will be taken from the Investment Pool Fund. Motion carried.

- b. Motion made by Hoffmann/ Bennett to accept the estimate from Cutting Edge Lawn Care for the Deb Hoffmann Memorial Garden plan. The building committee will also have the approval to purchase the hardscaping at their discretion not to exceed \$5,000. The monies will be taken from the Deb Hoffman Memorial Fund and the Investment Pool Funds.
 - c. General maintenance- nothing to report
 - d. The Building and Grounds Committee will be scheduling a meeting date.
2. Finance & Personnel
- a. A meeting date will be set to have a review of the Personnel Policy Manual.
 - b. SCLSF report was reviewed.
3. Policy Committee
- a. Will revise the Treasurer position duties to review in May.
 - b. Discussed possible additions that may need to be made to the policy manual.

Communications- Several thank you cards were received.

Unfinished Business-

- 1. No unfinished business

New Business-

- 1. Discussed replacement of microfilm. Will continue to research, may require software updates.
- 2. We will decide if a June meeting is necessary at the May meeting.

Approval of Bills- Motion made by Hoffmann/ Mann to approve the corrected General Bills of \$5,036.32 and the Donations Account Expenditures of \$4,468.54. Motion carried.

Next Meeting- May 17, 2022 @ 5:30PM

Adjournment- Motion by Bennett/ Rosenow to adjourn at 6:48 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary