

**Sturm Memorial Library  
Board of Trustees Meeting  
January 11, 2021**

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

**Roll Call-** members present: Alice Brown, Jeremy Bennett, Dr. Melanie Oppor, Karen Hoffmann, John Mann, Coleen Phelan, and Library Director Ellen Connor. Blair Olsen joined at 6:10 pm.

**No Visitors**

**Approval of Agenda-** Motion by Dr. Oppor/ Bennett to approve the agenda. Motion carried.

**Approval of December 2021 minutes-** Motion by Dr. Oppor/ Hoffmann to approve the December minutes with corrections made to include the stand and monitor for the director that will allow for a dual monitor and correcting the adjourning time to 6:39pm rather than 7:39pm. Motion carried.

**Audience to Visitors-** No visitors

**Monthly Budget Report-** Reviewed.

**Director's Report-** Reviewed.

**Committee Reports-**

1. Report of Building Committee
  - a. Nothing to report on the Memorial Garden.
  - b. Floor mats have been ordered.
  - c. General maintenance update. The Library is looking great, the new custodian is doing a great job.
  
2. Finance & Personnel
  - a. Reviewed SCLSF update.
  - b. Reviewed the final budget.
  
3. Policy Committee

- a. Motion by Bennett/ Dr. Oppor to approve the updated Pandemic/ Epidemic Policy as presented. Motion passed.
- b. Discussed correspondence with the city attorney. Director Connor will clarify with him that the City Clerk was informed of this and that it was only a base review of the policies and not an in-depth revision request.

**Communications-** A Christmas card and chocolates were received from patrons. A thank you card was also received from Lyn.

**Unfinished Business-**

1. No new updates for computer installation as they have not arrived yet.
2. Update for the furnishings grant was given. Mag shelves and 35 made boxes were chosen.

**New Business-**

1. We were made aware of the need to archive all social media communications.
2. OWLS grant for new wireless access points was awarded.
3. Several names were given to fill the board vacancy.

**Approval of Bills-** Motion made by Olsen/ Hoffmann to approve the General Bills of \$2890.46, Donations Account Expenditures of \$658.21, and Capital Expenditures of \$1,073.87. Motion carried.

**May meeting-** May meeting set for the 17th.

**Next Meeting- February 8, 2022 @ 5:30PM**

**Adjournment-** Motion by Olsen/ Hoffmann to adjourn at 6:38 pm. Motion carried

Respectfully submitted:  
Coleen Phelan, secretary

