

**Sturm Memorial Library
Board of Trustees Meeting
March 8, 2022**

The meeting was called to order at 5:35 pm by Vice-President Karen Hoffmann.

Roll Call- members present: Jeremy Bennett, John Mann, Jessica Rosenow, Coleen Phelan, and Library Director Ellen Connor. Dr. Melanie Oppor and Karen Hoffmann joined online. Alice Brown arrived at 5:37.

No Visitors

Approval of Agenda- Motion by Bennett/ Mann to approve the agenda. Motion carried.

Approval of February 2021 minutes- Motion by Hoffmann/ Rosenow to approve the February minutes with corrections made to state that the magazine boxes have not arrived yet. Motion carried.

Monthly Budget Report- Reviewed.

Audience to Visitors- No visitors

Committee Reports-

1. Report of Building Committee
 - a. Motion made by Rosenow/ Mann to approve the building committee minutes. Motion carried.
 - b. Floor mats have been installed. Still waiting for Lorge to return our calls. Karen Hoffmann will try to get a hold of them.

2. Finance & Personnel
 - a. Motion made by Bennett/ Rosenow to include an Employee Working Remotely policy and to allow Director Connor to use her discretion for such an occasion until the personnel committee meets. Motion carried.
 - b. Policy committee will set a meeting date to review policies.
 - c. SCSF report was reviewed.

3. Policy Committee

- a. Discussed correspondence with the city attorney. We will not continue to pursue attorney review of policies.
- b. Motion made by Bennett/ Mann to follow CDC guidelines for Pandemic/Epidemic Policy. Motion carried.

Communications- A thank you card was received from the Little Wolf High School Art Department.

Unfinished Business-

1. Computer installations are working well.
2. Still researching social media archiving options.
3. Beginning to discuss new carpeting and options to remove the book carousels.

New Business-

1. Motion made by Phelan/ Mann to approve an inservice day Monday, May 23rd. Motion carried with one abstaining.
2. Motion made by Dr. Oppor/ Rosenow to have the library Director assign library personnel two inservice days annually and to provide 30 days notice for any library closures due to these trainings. Motion carried with one abstaining.
3. Jeremy Bennett and Jessica Rosenow were appointed to the nominating committee for officers.
4. Board calendar was updated with trustee education days included.

Approval of Bills- Motion made by Bennett/ Mann to approve the General Bills of \$12,679.02 and the Donations Account Expenditures of \$788.40. Motion carried.

Next Meeting- April 12, 2022 @ 5:30PM

Adjournment- Motion by Rosenow/ Phelan to adjourn at 6:38 pm. Motion carried

Respectfully submitted:
Coleen Phelan, secretary