

Meeting Minutes

**Dormann Library
Trustees Meeting**

Board of

Tuesday, September 15, 2026
5:30 pm

Attendance

Lisa Zawrotny President	☒	Stephen Jezewski Trustee	☒	Kathy Warren Trustee	☐
Jo Slovak Vice President	☒	Kelly Oest Trustee	☐	Jami Long Director	☒
Emily Stephenson Secretary	☐	Jennie Knox* Trustee	☒	Hali Shepard Assistant Director	☐
Julia Jordan Treasurer	☒	Kerry Stermole Trustee	☒		

Call to Order

☒ 5:30 PM

Pledge of Allegiance

☒

Adoption of Agenda

☒

Motion Made By: Julia **Seconded By:** Stephen

Vote: ☒ Passed ☐ Failed ☐ Tabled

Vote Count (if recorded): 5-0

Note: **With adjustment to order** – moved executive session to the end of the meeting out of respect for members of the audience; added the appointment of a new board member.

Approval of Previous Meeting Minutes

☒

No additions or corrections

June Minutes – Regular

STLS Direct Access Plan reflects “Tabled” this was passed.

Bylaw Proposal was voted as proposed, this was not required but a vote was taken to move forward for consideration at the next meeting. Simply needs to be noted that the vote was not necessary in the minutes. (This change WILL be voted on this evening.)

July Minutes – Special

Time at top of minutes should read 6:00 even though the meeting was called to order at 6:03. 6:00 was the scheduled start time.

Addition of an annotation to the public expression that for Marissa and Eleata a transcript was provided and is reflected.

August Minutes – Special

Note the vote to suspend public comment for this meeting passed with the members present however the vote was unnecessary as no public were present for the meeting. The minutes currently reflect a pass and fail vote.

Motion Made By: Kerry **Seconded By:** Julia

Vote: ☒ Passed ☐ Failed ☐ Tabled

Vote Count (if recorded): 5-0

Note: 3 sets of previous minutes (2 special 1 regular) were considered and approved with adjustments as reflected in the respective minutes. All 3 sets were approved with a single vote

Period for Public / Staff Expression

☒

None

Correspondence

☒

Update from Joe Rumsey, Clerk of the Works for the Outdoor Space. Highlights read by Jami

Visiting Presenters – Janet Arnold & Kristopher Hacker, Nottingham Trust

Janet presented an overview of the library's investment accounts in person followed by an in depth review of the investments from Kristopher

(The following recap was provided by Janet after the meeting)

- “The Unincorporated Fund / Endowment Fund is the larger of the two portfolios.
 - This portfolio is constructed with the use of individual fixed income holdings as well as several individual stocks. The fixed income allocation is invested using a bond ladder, one or more issues mature annually which provides liquidity if needed, and the ladder extends for a period of 10 years. As the issues mature, if there is no need for funds, the proceeds are reinvested on the back-end of the ladder to extend maturity.
 - The primary vehicles used in the bond ladder are US Treasury Notes with an average yield of 4.01%. There are also a handful of Corporate Notes in the portfolio with an average yield of 5.07%. The Corporate yield appears more attractive but there is also a greater risk associated with Corporate Notes than a US Treasury Note; the difference in yield is not necessarily worth the additional risk. Your overall fixed income yield for this portfolio is 4.44%.
 - The equity / stock position is well diversified across the various market sectors. In addition to the large-cap stocks, we do have some exposure to international, small & mid-cap funds to round out the diversification.

- Equity performance year to date is at 28% which has outperformed the S&P 500 with a year to date performance of 20%.
- The Lifelong Learning Fund is using a mutual fund model as its investment strategy. The mutual funds provide the desired diversification for an account of this size. Typically individual stocks and bonds are not added to portfolios less than \$500,000 simply because adequate diversification cannot be obtained across the market sectors.
- Year to date, the Unincorporated Fund's total return is 17.96% and the total return in the Lifelong Learning Fund is 14.7%.
 - Both portfolios are well positioned.
 - Our investment approach is defensive in nature to hedge against deflated markets while also allowing us to capture market appreciation in an expanding market."

Director's Report – Jami

☒ Sent previously

- Our internal audit of all records and minimum state requirements is underway
- Our materials budget for this year has been spent, some of this is due to orders placed late last year which did not process until we were into the new year. Jami continues to receive stragglers from our 2025 December book order.
- Our Outreach Storytimes have been indefinitely suspended. Storytime locations have been notified.
- Lighting updates and replacements were performed during Fair Week and as expected the total cost came in slightly lower than the original quote. (approximately \$3000). We should see the difference in energy cost on our next utility bill.
- Jami has been looking into the color-fun-run option for fundraising but would like to pass that information to someone on the fundraising committee for further exploration due to other duties taking priority.
- The Construction Aid application is in.
- A past president has been removed as a guarantor on a credit card which should have been established on a business guarantee rather than a personal one. This has been corrected.
- Jami has begun putting out feelers for a tenant (independent business) for the café. We should establish a cost to rent the space soon to allow a tenant to move forward if we get someone ready to move in.
- Jami is planning to roll out an increased cost list for ancillary services to increase revenue slightly. This will likely take effect in January.
- Quiet hours in the main library will begin in October or November, these will coincide with kids programs in the classroom to give young kids an outlet during these times while giving other patrons a quieter more focused environment.
- Our new, reduced program schedule has begun and the programs have kept pace with past attendance.

Treasurer's Report – [Julia Jordan]

☒

- N/A Discussing the 2028 budget proposal later during this meeting.

Committee Reports



Personnel [Lisa] – Personnel matters will be discussed during Executive Session. Jami and Lisa continue their work on internal audits and policy revisions.

Fundraising [Kathy] – Kathy not present to report

Finance [Julia] – N/A Discussing the 2028 budget proposal later during this meeting.

New Business



- **New Board Member** - Jennie Knox
Motion Made By: Julia **Seconded By:** Jo
Vote: ☒ Passed ☐ Failed ☐ Tabled
Vote Count (if recorded): 5-0
Notes: Jennie shared a bit about herself, her love of libraries and her advocacy for children and other at-risk individuals, prior to the board voting on her appointment. Jennie left the room during the vote.
- Policy Section 2003, subsection “Hiring” – The Board reviewed
Motion Made By: Stephen **Seconded By:** Kerry
Vote: ☒ Passed ☐ Failed ☐ Tabled
Vote Count (if recorded): 6-0
- Resolution to pursue a legal compliance and completeness audit of the full library policy manual.
Motion Made By: Jo **Seconded By:** Julia
Vote: ☒ Passed ☐ Failed ☐ Tabled
- Budget – 2028 tax levy and budget proposal overview and discussion (no vote at this time). Vote anticipated at the October meeting.
- Tax Cap Override – *Be it resolved that the board of Trustees wishes to file to override the tax cap for the 2028 tax levy proposal to the community.*
Motion Made By: Julia **Seconded By:** Jo
Vote: ☒ Passed ☐ Failed ☐ Tabled
Vote Count (if recorded): 6-0
- **Officer Nominations** – No new nominations for officers were made, it sounds like the current officers will continue in their current seats through next year.
- **Update bank accounts** – adding the assistant director, Hali Shepard to the bank accounts as a signer.
Motion Made By: Jo **Seconded By:** Julia
Vote: ☒ Passed ☐ Failed ☐ Tabled
Vote Count (if recorded): 6-0

- **Trunk or Treat Board Participation** – discussed Board participation at Bath Trunk or Treat in lieu of Halloween Super Saturday this year. We lack the resources and staffing to offer the normal Halloween party and will participate in the community another way. Julia, Lisa and Jo will get their ID information to Jami for registration.

Old Business



- **Bylaw Update Vote** – The Board discussed a proposed amendment to the bylaws to reduce the number of Trustees from 11 to 9, while remaining in compliance with the library charter. The proposed amendment will be posted on the library's website for public review and will be presented for a vote at the September Board meeting. Motion to table.

Motion Made By: Kerry **Seconded By:** Julia

Vote: ☒ Passed ☐ Failed ☐ Tabled

Vote Count (if recorded): 6-0

- **Lifelong Learning Account Update** – Jo presented the most recent findings in regards to the care and stewardship of the Lifelong Learning Fund. The money pulled in April has been restored to the Lifelong Learning account and has been made whole, including any interest or other income which would have been made on the account had the money not been moved. Jo stated despite searching for hours through our records she and Lisa could not find records of specific donations made to the fund. While there were notations in the minutes of lump sum amounts being donated, there was no specificity to the donors of those amounts. As a result we are making sure any donations or information relating to said fund will be clearly stated in our minutes and treasurer's report going forward, as well as in our donor records. Additionally, in searching through records they were able to find how some of the money had been used under past boards. Including, it appeared, the board members who founded the account, who had used the fund to cover expenses it was not intended to cover, by their own rules.

Executive Session:

Vote to enter 7:09pm

Motion Made By: Jo **Seconded By:** Stephen

Vote: ☒ Passed ☐ Failed ☐ Tabled

Vote Count (if recorded): 6-0

Vote to exit 7:41pm

Motion Made By: Julia **Seconded By:** Kerry

Vote: ☒ Passed ☐ Failed ☐ Tabled

Vote Count (if recorded): 6-0

Vote to allow Shelli Runnels to move from employee to contractor

Motion Made By: Jo **Seconded By:** Stephen

Vote: ☒ Passed ☐ Failed ☐ Tabled

Vote Count (if recorded): 6-0

Period for Public / Staff Expression (Second) ☒

None

Next Board Meeting ☒

October 20, 2026 at 5:30 PM

Adjournment ☒ 7:41 PM

Motion Made By: Julia **Seconded By:** Kerry

Vote: ☒ Passed ☐ Failed ☐ Tabled

Vote Count (if recorded): 6-0

* Next to a board member's name indicates that they were appointed during this meeting.
Please note, the total votes change after appointment to reflect the addition of a new board member.