Ellington Farman Library Board of Trustees
Meeting Minutes
May 18, 2026
Present: C. Lippencott, C. Wragge, D. Csorba, J. Whitaker
Absent: D. Young
The meeting was called to order at 7:00 p.m. by D. Csorba. No community guests or guest speakers were present.

Secretary's Report

The minutes were previously distributed by email. No corrections were noted. C. Wragge moved to accept the minutes as presented. C. Lippencott seconded the motion. Motion carried.

Treasurer's Report

No report was presented.

Library Director's Report

The Director's Report was previously distributed by email. J. Whitaker noted that the upcoming concert was not included because grant funding had not yet been received; however, the concert will proceed with or without the grant. The March and April Director's Reports were also distributed by email. C. Wragge moved to accept the March, April, and May Director's Reports. C. Lippencott seconded the motion. Motion carried.

Discussion: Music in the Park Sponsorship

C. Wragge asked whether the library had been approached by the town about sponsoring Music in the Park. J. Whitaker stated that the library had not been approached. The board agreed that, given its current size, this is not the appropriate time to take on sponsorship and will not reach out to the town.

Committee Reports

Budget and Finance

- 990 Form: The library received an email on May 15 stating that the 990-form had not yet been submitted. An extension has been filed, and the new deadline is in November. The board's goal is to submit the form by mid-June. C. Lippencott moved to authorize J. Whitaker to upload the required documents and send them to Vanstrom to prepare the report. C. Wragge seconded the motion. Motion carried.
- 2026 Budget: The 2026 budget was reviewed. C. Lippencott moved to accept the 2026 budget. C. Wragge seconded the motion. Motion carried.

- Bookkeeper: Rhonda Hacke will be contacted after Jan returns from vacation to ask whether she will provide bookkeeping services for the library.
- QuickBooks: The board discussed purchasing and using the online version of QuickBooks. C. Lippencott Christine moved to purchase the online version of QuickBooks. C. Wragge seconded the motion. Motion carried. Judy will contact Mike for the cost and will notify the board if the annual cost is more than $100.
- Audit: C. Wragge will contact Jan to remind her about the audit.

Building

- Groundskeeper: C. Lippencott moved to accept Christopher Elliott as a volunteer to mow one day per week. C. Wragge seconded the motion. Motion carried.
- Gas Can: C. Wragge moved to purchase and fill a gas can for the groundskeeper. C. Lippencott seconded the motion. Motion carried.
- Well: C. Wragge has quotes from previous well companies and will request updated bids for the cleanout as soon as possible so the library can move forward with well updates.

Bylaws

C. Wragge moved to revise the bylaws as outlined below. C. Lippencott seconded the motion. Motion carried.

- General Functions of Standing Committees: In the Budget and Finance Committee section, bullet 2, remove “and to the Town Board for an annual funding request.”
- Building Committee: Remove bullet 2, “maintains use of the library display case,” because this is maintained by the director and staff.
- Materials Review Committee: The board discussed removing this committee and decided to keep it.
- Nominating Committee: Remove this committee for now, as all board members are responsible for recruiting new board members.
- Article VII, Section 1(f): Remove the Nominating Committee.
- Page numbers will be included in the revised bylaws.
- New conflict of interest forms will be provided at the next meeting.
- All items in this section will be voted on at the next meeting.

Fundraising

- Town Picnic: The Town Picnic will be held July 31–August 2, 2026. C. Lippencott volunteered to decorate the library’s tent.
- Election Day: Election Day is November 3. The board discussed returning to community sit-down dinners once the water is safe to use.

Library Grants

- The library will not participate in the CHQ Give Big event this year. Judy is waiting on programming grant funds that would provide $500 for library programming.

Nominating

The board discussed ways to share that the library is seeking board members. Judy will create an advertisement that includes a link to the library website for easy access to the application.

Ad Hoc Personnel

The committee will be retained.

Strategic Planning

No action was taken.

Old Business

- The annual report was submitted last week.
- C. Wragge moved to accept the 2026 annual report. C. Lippencott seconded the motion. Motion carried.

New Business

- Payroll: The payroll company has transitioned to Doeren Mayhew. A letter and folder of information regarding the change were received. C. Wragge moved to authorize the transition from BLB to Doeren Mayhew as the payroll platform. C. Lippencott seconded the motion. Motion carried.
- Credit Cards: Three credit cards and two statements were received for Mary Jane Griffith and Judy Whitaker; however, Cindy Wragge's statement was not received. C. Wragge will look into where her statement is being sent.

Board Officer Nominations

- President: DreAnn Csorba. C. Lippencott moved to approve the nomination. C. Wragge Cindy seconded the motion. Motion carried.
- Vice President: Dee Young. DreAnn moved to approve the nomination. C. Wragge seconded the motion. Motion carried.
- Secretary: Christine Lippencott. C. Wragge moved to approve the nomination. DreAnn seconded the motion. Motion carried.
- Treasurer: Cindy Wragge. DreAnn moved to approve the nomination. C. Lippencott seconded the motion. Motion carried.

Next Meeting

The next meeting will be held June 22 at 6:00 p.m.

Adjournment

The meeting was adjourned at 8:59 p.m.

DreAnn Csorba

Secretary