

Stevens Memorial Community Library
Minutes of the Board of Trustees
February 13, 2023

The February meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:10 PM. Also present were: Jennifer Wilkinson, Barb Helak (first, as a member of the public, then appointed as a member of the Board of Trustees), Frank White (treasurer), Sandy Eck, Lori Kubik (via telephone for a portion of the meeting, she was present through the appointment of Barb to the Board so that a quorum was present at all times). Director Karen Rosolowski was absent, along with Trustee Mike Morse.

We did pledge to the flag. After we reviewed the agenda, it was amended to switch the order of items so that a quorum would be present for all items. Jen made a motion to approve it, which was seconded by Sandy, and carried. Sandy made a motion to approve the January, 2023 minutes, which was seconded by Janis and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.

Frank reported:

- The Contract for cleaning if the library was renewed
- There was an e-mail from the retirement system due to the information not being received, and Frank took care of updating that
- Bank statements are now available to the treasurer online
- Frank reviewed the insurance question from last meeting, and the insurance is through Tompkins, locally for the Hartford and Utica
- National Fuel has increased first \$100 more than usual, now \$300 more than usual, and Frank is going to look into seeing if there were issues with an estimate vs. a reading or why the large change
- Gererak repair was needed, and Frank is looking for our tax exempt number to give to them
- There is a new battery in the fire alarm now, and Frank volunteered to be a contact for when the library is not open but there is an alarm issue
- Frank is following up on the bills for books, he has not seen a bill since December
- We need to get a budget ready for the school vote – what do we need to do since the director is not available?

Director's report. There is no official report to attach. Due to the absence of the director, a discussion was held on how to get new books ordered for the library.

Under Old Business,

- a. Rachel now has access to the library website and is working to update it
- b. Rachel now has access to the library Facebook page and is working to update it

Under New Business,

- a.i.1. Motion to appoint Barb as trustee – motion by Jen, 2nd by Sandy. Carried. Barb is appointed to fill the Trustee vacancy from 7/1/21 – 6/30/26. However, she can only be appointed until the next election, and this her term will expire 6/30/2023 unless she runs for election. Secretary JMW will get her the blank form for the petition for the election.
- a.i.2. Monica's report on job applications
 - a.i.2.a. 14 applicants total

- a.i.2.b. Interviews are ongoing
- a.i.2.c. Motion made by Sandy that Monica be approved to hire 2 clerks and 2 pages at minimum wage, with the start date to be as soon as possible. Seconded by Jan, carried.
- a.i.3. Monica's report – Take Your Child to the Library event – 15 kids
- a.i.4. Frank – Authorization for Payroll – set up for Frank to continue to do payroll as long as needed
- a.i.5. Fernanda's Program Report – 8-9 people attended
- a.i.6. Summer Reading Program – we need to start working on a plan, Monica requested to work on that plan
- a.i.7. Reserve Fund and General Fund questions and discussions on the amounts in accounts.
Payment of Monica and Rachel Canva Library expenses – reimbursement authorized
Canva Program now subscribed by the Library
- a.i.8. Trustee Training – now required each year, 2 hours each year along with the sexual harassment training. JMW will keep the information as secretary until the director is back.
- a.i.9. Ron Kirsop suggestions:
 - o Temporary Operations Manager
 - List of duties is necessary, Responsible for the Day to Day operations of the Library if the Director is not available
 - Roles and Responsibilities will include:
 - ! Approval of programs
 - ! Purchasing for library programming authorized
 - ! Scheduling staff - to set the schedule and make any necessary alterations
 - ! Library closures due to emergency, weather, etc.
 - ! Summer reading program
 - ! Book ordering – authorized
 - ! Hiring/interviewing for necessary positions
 - ! Oversee the update of the website and Facebook pages

Board moves into Executive Session (motion by Jen, 2nd by Barb) at 7:23 PM to discuss the medical, financial, credit or employment history of a particular person or corporation.

Motion out of executive session at 7:42 PM – Motion by Sandy, 2nd by Jen, carried.

For Public Comments, None.

FOR NEXT MONTH: (March 13, 2023 at 6:00 PM)

- Update on hiring

Jen made a motion to adjourn at 7:46 PM, seconded by Sandy, carried. The next meeting will be held on March 13, 2023 at 6:00 pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary