

Stevens Memorial Community Library
Minutes of the Board of Trustees
January 9, 2023

The January 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 6:03 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Sandy Eck, Mike Morse and Lori Kubik (via telephone), and Barb Helak (as a member of the public, considering joining the Board). Director Karen Rosolowski was absent.

We did pledge to the flag. After we reviewed the agenda, Mike made a motion to approve the December, 2022 minutes, which was seconded by Mike and carried.

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

Janis will follow-up with George to ensure that the heat setting for the library are reflective of the current hours so as to save as much as possible on our energy bills.

Treasurer Frank will follow-up and ensure our Utica Insurance is through a local agency.

Jen made a motion to accept the Treasurer's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. There is no official report to attach, however, there was an update from Karen's husband that was read to the board.

Under Old Business,

- a. Amended By-laws were reviewed in November and December, and the amended by-laws were passed and approved by the Board – motion by Sandy, second by Lori, carried.
- b. 2023 Holiday schedule reviewed by the board and approved – Mike made the motion, Sandy seconded - carried
- c. Wage increases: after discussion the board has decided as follows
 - a.i. Morgan has resigned as of the end of January, so her wage would remain the \$14.20 as passed previously to bring her to minimum wage per NYS law
 - a.ii. Karen's wage will remain the same at this time
 - a.iii. Frank's wage would remain the \$14.20 as passed previously to bring him to minimum wage per NYS law
 - a.iv. Monica's base wage will increase to \$16.70/hour. At this time, in addition to her wages, she still receives the previously voted upon stipend due to Karen's absence
 - a.v. George's base wage will increase to \$16.70/hour
 - a.vi. Rachel's base wage will increase to \$14.50/hour
 - a.vii. Maria Fernanda's base wage will increase to \$14.50/hour
 - a.vii.1. Jen moved/motioned for the increases, Sandy seconded, carried
- d. Discussion was had on how to appoint a new board member – Janis will speak to Ron from the library system to see if an Oath of office is required for an appointed individual. Frank will see if he can find the Oath of Office forms in Karen's office.

Under New Business,

- a. Morgan resigned – discuss hiring of new clerks and search for volunteers
- b. Need to update the library system regarding Karen's situation
- c. Frank will work to get payroll completed and reset password if necessary

- d. Rachel authorized to see if we can reset Facebook password to work on the Facebook page
- e. Board and staff will work to see if library website can be accessed/ possible password reset

For Public Comments, none.

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

Old Business:

- a. Update on oath of office/appointment of Board Member
- b. Update on passwords for payroll, Facebook, Library website, etc.
- c. Update on hiring/volunteers
- d. Library Board Meeting Dates: Second Mondays of Each Month
 - d.i. February 13, 2023
 - d.ii. March 13, 2023
 - d.iii. April 10, 2023 (Easter Monday, Library will be closed that day – this OK?)
 - d.iv. May 8, 2023
 - d.v. June 12, 2023
 - d.vi. July 10, 2023
 - d.vii. August 14, 2023 (Jen will be on vacation)
 - d.viii. September 11, 2023
 - d.ix. October 9, 2023 (Columbus Day Library will be closed that day – this OK?)
 - d.x. November 13, 2023
 - d.xi. December 11, 2023

Respectfully submitted,
Jennifer M. Wilkinson, Secretary