

Stevens Memorial Community Library
Minutes of the Board of Trustees
June 12, 2023

The June meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Sandy Eck called the meeting to order at 6:03 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Monica Finnigan, Lori Kubik (at 6:08 PM), Barb Helak, and member of the public Scott Beck who is considering joining the Board. Absent was Janis Hempel and Mike Morse.

We did pledge to the flag. After 6:08 PM (with a quorum present) we reviewed the agenda, Barb made a motion to approve it, which was seconded by Lori and carried. Barb made a motion to approve the May, 2023 minutes, which was seconded by Lori and carried.

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

- Reports reviewed
- Discussion re: Newspapers issue – Motion made for Frank to be authorized to deal with Newspapers for delivery/credit and any other changes necessary. Motion by Jen, seconded by Sandy – carried.
- Discussion re: Bodart books issues – Motion made for Frank to be authorized to clear up our account(s) with Bodart. Motion by Jen, seconded by Sandy – carried.
- Discussion re: Bank Account Authorized Signors – need to add Sandy Eck as President for ability to sign. (Frank and Janis are currently on the accounts). Frank will see if a letter is necessary (JMW has a copy of the letter from 2019 that added Karen to the accounts if needed). Motion by Jen, seconded by Lori – carried.
- Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. There is no official report to attach.

Monica gave an update on programs and summer reading – registration is June 22nd. There is a Summer Reading Program (and prizes!) for all age groups.

2 coloring events (adults and kids) went well – teens will be June 17th with donuts.

Monica has programs of painting rocks, adult game night of Bingo, Teen tye-dye tote bags, and other programming for summer. Hand outs available!

Under Old Business,

- a. Sandy reminded all to do our "CLE"s and give Jen the certificates. We need to do 2 hours in a year.
 - a. One topic is evaluations of directors – JMW has a packet from prior discussions on this issue and will pull it out for future meeting(s) as it may be helpful in our hiring process
- b. Lori and Sandy's updated Oaths of Office signed and ready to be filed with the County Clerk – JMW will file., waiting on Janis to sign Sandy's
- c. New Book Ordering - discussion - local authors discussion – Barb will "run with it"

Under New Business,

- a. Hiring committee for new director discussed.
 - i. Can reuse some of the stuff form 4 years ago
 - ii. Sick leave amount revised per the law

- iii. Hiring committee Stu, Janis, Barb, Mike, Sandy, Lori, Jen (?)
 - iv. JMW to get some more information regarding civil service from HR for the County
- b. Congratulations Barb on your election! Have Barb sign new/updated Oath of Office for filing with the Clerk's Office – complete and JMW will deliver to clerk

NOTE: at this time we have:

1. Sandy(Pres) (term # 1 running from 7/1/2021 to June 30, 2026.)
2. Janis (VP) (term #2+, running from 7/1/19 date to June 30, 2024).
3. Jen (Sec) (Term #2, running from July 1, 2022 to June 30, 2027).
4. Mike (Term #2+ running from 7/1/2020 to June 30, 2025).
5. Lori (Term #1, running from 7/1/2021 to June 30, 2026).
6. Barb (Term #1 running from 7/1/23 to June 30, 2028).
7. Vacant if we can get an interim person they will then run for the term next May (Term running from 7/1/2024 to June 30, 2029).
8. We can have more trustee positions, and that would be helpful to get a quorum! And for additional input from the Community we serve!
 - c. Friends of the Library – Barb has the names for more folks interested and will reach out to Chris Kipfer and others.
 - d. Review Audit/Approve – we discussed the 2020 AUD and how it needs the approval but is set up for Karen to sign. Sandy will reach out and follow up.
 - e. Hire CPA for 2020 to present Audits.
 - i. Discussion re options
 - ii. Motion to hire J. Napieralski, CPA, approval to sign retainer: motion by Lori, Seconded by Barb – carried.

For Public Comments: discussion with Scott Beck re: please com back, and if he is interested in being on the board we can go through an appointment process until the next election (May, 2024).

Jen made a motion to adjourn at 7:16 PM, seconded by Sandy, carried. The next meeting will be held on July 10, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary