

Stevens Memorial Community Library
Minutes of the Board of Trustees
August 7, 2023

The August 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 6:01 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Janis Hempel, Mike Morse, Barb Helak, Monica Finnigan and members of the public Scott Beck who is considering joining the Board, Rob Tompson and Katie Kennedy. Absent was n/a.

We did pledge to the flag. We reviewed the agenda, Barb made a motion to approve it, which was seconded by Lori and carried. Mike made a motion to approve the July, 2023 minutes, which was seconded by Barb and carried.

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

- Reports reviewed
- Discussion re: information ready for the CPA
- Discussion re: computer updates – need to work to formulate a replacement plan/budget – need to add to list to work with new director (once we find one) to formulate a technology update/upgrade plan and budget for same. Frank indicated that Matthew from OOWL came out and ours are all 9 years old and that they can help us recycle the old ones. Discussion re: using a bequest for computers.
- Discussion re: security system update
- Janis made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. Report from Monica who is managing due to lack of director - update on programs and summer reading –There is a Summer Reading Program (and prizes!) for all age groups 31 adults, 5 teens and 39 kids registered. Upcoming Book Club by genera and discussions. Planning Halloween Trivia and another adult bingo event.

Under Old Business,

- a. Sandy reminded all to do our "CLE"s and harassment trainings give Jen the certificates. We need to do 2 hours in a year.
 - a. Everyone got 1 hour in July – Jen will place certificate in Binder
 - b. Jen and Frank did the Sexual Harassment training. All employees of the library have done their training per Monica
- b. Systems Access and Confidentiality Policy reviewed and adopted – JMW make motion to adopt, second by Sandy, carried.
- c. New Book Ordering - local authors discussion – Barb has "run with it" and has books. Monica to put up a display at end of summer/beginning of fall with the collection, and to have a special "Local Author" designation or sticker of some kind to have on the books, Monica will have Rachel add to website and do FB promos, etc.
- d. Friends of the Library – they are working to regroup – Need to review: the legal structure of the Friends and how they may need to have a meeting to elect new officers and then fix their Keybank account, etc. Barb will continue to work with folks and Jen has offered to help discuss the legalities of how they need to move forward – Does the library have any old paperwork that would help us to know what kind of structure they had (No, not that we found).
- e. Hiring Committee – New Advertisement - Sandy will call to follow-up, 2 potential interviews fell through
- f. Civil Service Update – Barb has gotten dates to Jen, who needs to do the paperwork. Barb to get 426 forms drafted to get all the prior folks out of their positions and to put the current folks into the

correct positions. If Civil Service testing, etc. is needed they will help the Library with what we need.

- g. Sign Up for the Fair – Project Read – the Library received correspondence requesting assistance at the Project Read Booth for the Fair on Thursday August 17th. Sandy will mail in our form with our volunteers
- h. Policy Handbook – need to follow-up with Ron and to look at the one we worked on with Karen

Under New Business,

- a. Memorial Fund – discussion on new donation via memorial – desire to reach out to family and say thank you. Discussion on possible use to assist with the computer/technology update.
- b. training – e-mail confirmation will be filed by Jen
- c. JMW to create phone tree list for Board and Employees.
- d. Karen, Keys
- e. Board Goals and Long Range Plans (including computer update)
 - i. From 2020: employee policy handbook – need to be completed
 - ii. Construction Grand Applications by director for windows, etc. & computer plan/replace-ment/etc.
 - iii. .Financial Audit → has begun thanks to Frank gathering the info
 - iv. Discussion of committees we need, once we get a director we will form Audit, Budget, policy handbook, and any others

Follow-up at September Meeting:

- Sandy on all Library Accounts as signor now?
- Harassment training – who is done and who do we have left?
- Vacant Position – Scott Beck to fill it- An interim person can fill by appointment, and they will then run in the election for the term next May (Term running from 7/1/2024 to June 30, 2029)
- Upkeep for the donor wall
- Do we need to move October Meeting due to the Holiday?

For Public Comments: - thanks for coming!

Jen made a motion to adjourn at 6:49 PM, seconded by Barb, carried. The next meeting will be held on September 11, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary