

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

The October 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 6:00 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Monica Finnigan, Barb Helak, Scott Beck and member of the public Katie Kennedy who is considering joining the Board. Absent was Mike Morse and Janis Hempel.

We did pledge to the flag. We reviewed the agenda, Barb made a motion to approve it, which was seconded by Scott and carried. Scott made a motion to approve the August, 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: updates – need to update accounts with Sandy and new director, may be able to do next week
- Discussion re: Tax Cap Forms, Deferred Compensation, Minimum wage increase for 2024, CPA starting audit.
- Discussion re: possible CD with memorial funds (portion of them)
- Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. Monica, who is managing due to lack of director, gave update

- 1st book club had 14 people, mystery for October
- Sit and Stitch had 12 people for first meeting
- New Director – reception or open house?
- Local Author Display is up
- Scarecrow “Edgar Allen” to be put together this week
- We had a new clerk hired since one left
- Great Give Back 10/21 to 11/4, advertised system-wide and locally on Facebook and with signs in the library, donations will go to food pantry in Attica

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. Barb has done her harassment training but could not print a certificate – JMW will note in the binder it is completed as she supplied her notes from the seminar
- b. New Book Ordering - local authors – display up
- c. Friends of the Library – meeting next week.
- d. Civil Service – almost done with new 426 forms, JMW meeting with Frank next week to finish
- e. Phone and e-mail list draft completed – needs tweaking and then can finalize
- f. Memorial Fund – Ann Rupert – Mural idea discussed
- g. Board Goals and Long Range Plans – discussed – computer update 9 machines need update

Under New Business,

- a. Personnel Committee to update policies, etc. – needs to update with new director – JMW will supply what she has and we will work to update
- b. New director!

For Public Comments: n/a

Barb made a motion to adjourn at 6:54 PM, seconded by Jen, carried. The next meeting will be held on November 13, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary