

**Stevens Memorial Community Library**  
**Minutes of the Board of Trustees**  
**September 11, 2023**

The September 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 5:59 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Janis Hempel, Monica Finnigan, Barb Helak, Scott Beck and member of the public Katie Kennedy who is considering joining the Board. Absent was Mike Morse and Lori Kubik.

We did pledge to the flag. We reviewed the agenda, Barb made a motion to approve it, which was seconded by Jen and carried. Barb made a motion to approve the August, 2023 minutes, which was seconded by Janis and carried. Scott Beck was sworn in as a Board Trustee.

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
- Discussion re: CDs, CPA, Tax Cap Forms.
- Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Barb and carried.

**Director's report.** See attached report from Monica who is managing due to lack of director - update on story time. Friends of the library meeting coming up – Frank has the checkbook. Book Club 9/28, sit and stitch 9/30, Bingo and Trivia prizes, Gardener volunteers, Scarecrow Competition, Great Give Back, Andrea leaving, need to hire, newsletter for fall

**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.
- b. New Book Ordering - local authors discussion – display coming
- c. Friends of the Library – need suggested projects.
- d. Interview Committee – review candidates, discuss insurance
- e. Civil Service Update

**Under New Business,**

- a. Memorial Fund. – Mural idea discussed
- b. Personnel Committee to update policies, etc. – needs to update with new director
- c. Board of Trustee phone list update – Jen – almost finished
- d. Board Goals – Long Range Plans & Computer Update
- e. Mural – art department interest

For Public Comments: n/a

Jen made a motion to adjourn at 7:06 PM, seconded by Barb, carried. The next meeting will be held on October 9, 2023 at 6:00pm in the Library.

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary