

Stevens Memorial Community Library
Minutes of the Board of Trustees
July 10, 2023

The July meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM for training and at 7:00 for the meeting itself. President Sandy Eck called the meeting to order at 7:03 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Janis Hempel, Mike Morse Barb Helak, and member of the public Scott Beck who is considering joining the Board. Absent was Monica Finnigan.

We did pledge to the flag. We reviewed the agenda, Jen made a motion to approve it, which was seconded by Barb and carried. Barb made a motion to approve the June, 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: 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.
- Discussion re: Friends bank account vs. the “friends” account that is library monies we got FROM the friends and the need to clarify. Will work to see if we have any old documents that may help the friends group. Discussion on whether they are a 501©(3) or what/how they operate so as to point them in the right direction.
- Sandy made a motion to accept treasure's report and expenditures and approve them, which was seconded by Mike and carried.

Director's report. See attached report from Monica who is managing due to lack of director - update on programs and summer reading – registration was June 22nd and went well. There is a Summer Reading Program (and prizes!) for all age groups.

Monica has programs of painting rocks, adult game night of Bingo, Teen tie-dye tote bags, and other programming for summer. Also doing “pop-up” events to get more people in!

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 hours tonight and will print their e-mails from Ron to give to Jen to put into the binder
- b. New Book Ordering - local authors discussion – Barb has “run with it” and has contacted several local authors and has books coming in. Plan is 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
- c. Friends of the Library – they are working to regroup – discussion re: 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? We will need to look.
- d. Hiring Committee – a 2nd applicant came in – do we need to call to to advise we extended the deadline until August? (Sandy will call to follow-up)
 - a. If we want to advertise on Indeed we will need to create an account, and that would mean a new e-mail for the library, etc. Sandy will call Civil Service and see if there is anything they can do for advertising for us, or if they cannot help, then do we want to move forward with making a new account?

- e. CPA – Sandy signed the retainers for the three years to be audited. Frank will put the information he has pulled onto a t thumb drive for the CPA and we will advise him when it is all ready and he will pick it up

Under New Business,

- a. 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.
- b. 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.
- c. Tonight’s training – discussed – e-mail confirmation to be given to Jen
- d. Civil Service update – JMW met with the Civil Service folks at the County and the library has not been updated since 1998/1999. Jen to work with Frank and 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.
- e. Change of Date for August Meeting due to vacations/etc. and needing to have quorum. Sandy will advertise. Next meeting August 7th at 6 PM.

Follow-up at August Meeting:

- Sandy on all Library Accounts as signor now?
- Harassment training – who is done and who do we have left? I have 2022 from Jen and Sandy – no one has done the 2023 yet.
- Vacant Position – Scott Beck want to fill it? An interim person can fill by appointment, and they will then run for the term next May (Term running from 7/1/2024 to June 30, 2029)
- We can have more trustee positions, and that would be helpful to get a quorum! And for additional input from the Community we serve!
- Keys from Karen
- Systems Access Confidentiality of Records
- Policies – employee handbook?
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For Public Comments: discussion with Scott Beck re: please come again. If he is interested in being on the board we can go through an appointment process until the next election (May, 2024).

Board moves into Executive Session (motion by Jen, 2nd by Sandy) at 8:03 PM to discuss the medical, financial, credit or employment history of a particular person or corporation.

Motion out of executive session at 8:19 PM – Motion by Barb, 2nd by Sandy.

Come out of executive session and Jen make motion to increase stipend of Monica from \$100/week to \$200/week due to the increase in the duties Monica has managing the library due to the resignation of the director. Increase retroactive to the date of prior director’s resignation. 2nd by Barb, and carried.

Jen made a motion to adjourn at 8:23 PM, seconded by Sandy, carried. The next meeting will be held on August 7, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary