

Stevens Memorial Community Library
Minutes of the Board of Trustees
November 13, 2023

The November 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: new Director Felicia Cecere, Jennifer Wilkinson, Frank White (treasurer), Mike Morse, Lori Kubik, Monica Finnigan, Barb Helak, Scott Beck, Janis Hempel and Katie Kennedy. Absent was no one.

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

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

- CPA requested more documents from 2021 and 2022, sent what we did have "as billed", etc.
- Reports reviewed
- Discussion re: snowplowing – full amount paid out
- Telecommunications - follow-up to ensure phone works
- Heat – repair man to come this week – more bills will be coming
- Buffalo News has not delivered the paper since April, so we will not pay any bill that comes in for a service we did not receive
- Snow plow person will shovel the back ramp.
- Katie made a motion to accept treasurer's report and expenditures and approve them, which was seconded by Janis and carried.

Director's report.

- Monica:
 - Adult Bingo went well
 - Crochet went well
 - Edgar Allen Scarecrow went well
 - Great Give Back Personal Care Items - delivered
- Felicia's First Report: (attached)
 - Meeting with George
 - Found 2019 policies
 - Halfway through
 - Pandemic response
 - Review at December meeting is the hope
 - Personnel and Finance committees needed
 - Already have staffing needs, short staffed and need to go over protocols, employee handbook needed
 - Finance Committee Purchasing limits and updates
 - Need a committee
 - Computers updates needed
 - Draft survey
 - Waste Management Quote is a lot more, but it is weekly garbage and recycling – we have a lot of recycling
 - Met with Friends of the Library, 2 came, 6 committee members, need people to commit and they seemed ready and on board
 - Staffing, meeting, e-mail to staff, 1st monthly meeting this Friday
 - Settling in
 - She is here 9 to 5, hours same until we have more staffing

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

2023

| | Sex Harassment and Discrimination | online | |
|---------------|--------------------------------------|--------|--------------------------|
| Scott Beck | | " | 10/20/2023 |
| Barb Helak | | " | October, 2023 |
| Jen Wilkinson | | " | 7/16/2023 |
| Sandy Eck | | " | August, 2023 |
| Mike Morse | | | |
| Lori Kubik | | | |
| Janis Hempel | | | 11/12/2023 |
| Frank White | | | 7/4/2023 |
| Katie Kennedy | | | Will send in certificate |

- b. Author Display – more in spring
- c. Civil Service – almost done with new 426 forms, JMW meeting with Frank next week to finish
- d. Phone and e-mail list draft completed – needs tweaking to add Katie and then can print
- e. Memorial Fund – Ann Rupert – Mural idea discussed – circulation desk – more secure, modular, storage, etc. – Demco – 1 work station for staff off the floor – hours on and off the desk – configuration change – recognition, plaque
 - a. Finance committee
 - b. Large donation to make it grow
 - c. Ideas
- f. Board Goals and Long Range Plans – discussed – computer update 9 machines need update
 - a. Personnel handbook
 - b. Construction grant application – driveway, parking lot, signs, handicap signs
 - c.
- g. Personnel Committee

Under New Business,

- a. Holidays schedule

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 December 11, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary