

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

The December 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: Director Felicia Cecere, Jennifer Wilkinson, Frank White (treasurer), Mike Morse, Monica Finnigan, Barb Helak, Janis Hempel and Katie Kennedy. Absent was Lori Kubik and Scott Beck.

We did pledge to the flag.

Executive Session was held for discussion of Wages for specific employees and Christmas Bonuses. Various board members recused themselves for discussion regarding related employees.

Move out of executive session 6:17 pm:

Vote:

- Monica to Asst. Director
- Wage and Salary Increase – as on the sheet provided by the director
- Bonus – as on sheet provided by the director
- Barb motion all 3, and Sandy 2nd
- Passed all 3, with abstentions from Mike and Jen on related employees
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We reviewed the agenda, Jen made a motion to approve it, which was seconded by Katie and carried. Katie made a motion to approve the November, 2023 minutes, which was seconded by Barb and carried.

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

- Reports reviewed
- Telecommunications - follow-up to ensure phone works – works now
- Got first check from Attica.
- No update from CPA, he has all the papers
- Casella quote → 96 gallon garbage (we have) for recycle 64 gallon tote, total \$42/month → tax exempt (better deal than our current bill)
- Mike made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report.

- Hours for 2024 to start 1/2/24:
 - o M/W 10-5
 - o Tue/ Th 10-7
 - o Fri/Sat 10-2
- Computers – working with OWWL
- Sensory grant for children's room - sent
- Community survey – comments received and ready to send
- Notary class for Felicia
- AED grant – director will research
- Committees met, updates provided
- Mission Statement – votes and will
- Demco Quote for circulation desk; 9-10 weeks;
 - o **Motion** to approve Demco quote → Barb made the motion to move forward with the quote, Sandy second - carried
- **Motion** Intern – approve intern with stipend Jen mad the motion, Katie second, carried

Under Old Business,

- a. Phone list passed out
- b. Computers, see director's report above

Under New Business,

- a. Accrued PTO – discussion on how to do calculation, need to review the last check stubs from when Karen was here, then will come up with a plan next month at the next meeting
- b. Student Intern – motion above
- c. Circulation desk – motion above
- d. Update on personnel and Finance Committee
 - a. Next date for personnel January 17 @ 6:00 PM
 - b. Next date for finance January 23 @ 6:00 PM
 - c. Felicia and Jen will meet with Attica school re: budget in January

For Public Comments: n/a

Jen made a motion to adjourn at 7:01 PM, seconded by Mike, carried. The next meeting will be held on January 8, 2024 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary