

Stevens Memorial Community Library
Minutes of the Board of Trustees
January 8, 2024

The January 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 6:01 PM. Also present were: Director Felicia Cecere, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Scott Beck Monica Finnigan, Barb Helak, Janis Hempel and Katie Kennedy. Absent was Mike Morse.

We did pledge to the flag.

We reviewed the agenda, Barb made a motion to approve it, which was seconded by Katie and carried. Scott made a motion to approve the December, 2023 minutes, which was seconded by Lori and carried.

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

- Reports reviewed
- Fundraising account needs move
- CDs to renew → renew at 5%, motion to renew by Jen, seconded by Katie – carried
- Application for Felicia to be on Heartland
- Issue with heartland late payment
- Barb made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. (attached).

- Phone fixed; Messages being fixed
- Recycling bin here
- Fax machine work in progress
- Hour change seems to be going well
- Fridays open til 5? Discussions happening.
- Will open for Saturdays in the Summer
- Community survey 35 responses, want to be open more, rotate Saturdays
- Summer reading, 1 performer magician of NYC already booked
- 3 summer programs (kids, teens, adults) – want prepped by March
- Feb 3rd, take your child to the library day! Mini golf fun,
- stuffed animal sleepover, Feb 2nd to the 3rd (story time); Board games for families, start advertising soon!
- Eclipse Monday April 8th; Attica half day, most libraries in the system are closing (will do the program the week before)
- New folks started January 2nd
- Had meeting with superintendent
- Notary class to offer services here
- Grants discussion
- Forward link re: covid tests

Vote: Motion by Jen hire Chloe at minimum wage, Lori second and motion carried

Under Old Business,

- a. Computer update process – NYS contract went through and we should be able to order soon
- b. Personnel and Finance Committee meeting dates - reminders
- c. Accrued PTO – update on information from pay stubs – Work In Progress

- d. Grants – update provided
- e. Sexual Harassment Training → new for 2024
- f. CLEs (2 hours of training) – for 2024
- g. Community survey update – 35 so far, try to get more

Under New Business,

- a. New hire proposal – voted on above
- b. Meeting dates – handout? -

For Public Comments: n/a

Jen made a motion to adjourn at 6:44 PM, seconded by Barb, carried.

The next meeting will be held on February 12, 2024 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary