

Stevens Memorial Community Library
Minutes of the Board of Trustees
February 12, 2024

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

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 January, 2024 minutes, which was seconded by Lori and carried.

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

- Reports reviewed
- Salaries, note: 3 pay periods, increased minimum wage
- Casella quote and issue – hold off on payment until we get answers
 - New place in penny saver?
 - Barb motion, 2nd by Sandy

Director's report. (attached).

- Finance and personnel committees
- Carpeting vs. non-skid? She will advise
- New desk – looks great!
- Budget to be discussed in finance ASAP
- Snow days – keep policy
- Staff meetings
- Help with trainings for staff and the board

Under Old Business,

- a. Computer update process – Frank Ordered 3, they made it to OWWL for prep
- b. Personnel and Finance Committee meeting dates – need dates
- c. Accrued PTO – update on information from pay stubs – Work In Progress – got numbers and
- d. Grants – update provided in report, sensory turned in
- e. Sexual Harassment Training → new for 2024 (we will do one here)
- f. CLEs (2 hours of training) – for 2024
- g. Closing of eclipse day

Under New Business,

- a. Trainings: Sandy provides highlights
 - i. Develop policy?
 - ii. Social Media Policy
- b. Meeting Dates
 - i. March 11
 - ii. April 8 – eclipse date – moved to April 15 – also Annual Meeting – print in Penny-saver
 - iii. May 13
 - iv. June 10

- v. July 8
- vi. – August 12
- vii. September 9
- viii. October 14 – holiday – leave that date for now, address as it nears
- ix. November 11 – veterans day – leave for now, will address as it nears
- x. December 9th

For Public Comments: n/a

No public attended.

- Discussion of a complaint presented to a Board Member while in Tops: They want the library opened later
- Response: Please come to the meetings and/or send a letter to the library to open a discussion on the issue wherein a response can be sent

Sandy made a motion to adjourn at 6:44 PM, seconded by Katie, carried.

The next meeting will be held on March 11th at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary