

**Stevens Memorial Community Library**  
**Minutes of the Board of Trustees**  
**March 11, 2024**

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

We did pledge to the flag.

We reviewed the agenda, Katie made a motion to approve it, which was seconded by Mike and carried. Lori made a motion to approve the February, 2024 minutes, which was seconded by Sandy and carried.

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

- Reports reviewed
- Paperwork will be redesigned so to make it easier for Annual Report from feedback from CPA
  - New templates
  - Quickbooks merging
- 3 new computers in and working well
- Memorial Funds transferring for authorized memorial expenditures that came out of the general operating fund
- Expecting payment from Attica School and Village of Alexander and perhaps Town of Darien
- Heartland \$120 per payroll – can we get better?
- Reevaluate contract with Warrens
- Approve Expenditures, Jen move, Scott second, and carried.

**Director's report.** (attached).

- 2/27/24 meeting with CPA
- OWWL Wyoming County Liaison
- Financial Documents to be reviewed
- Friends doing well, requesting funding
- Finance Meeting – Budget Proposal
  - Move to approve the budget and send it to the school → 3% increase to keep as low as we can with the increased amount in payroll; Moved by Jen, second by Lori, carried
- Personnel Committee 19<sup>th</sup> at 6:00 PM for the 4 year plan;
- We need a Building and Grounds Committee → Felicia, George, Jen, Scott, Katie & Frank
- Programing –
  - 15 for Adult Paint Night, went well (interest in Friends of the Library)
  - Art of Science and Glass
  - March 19<sup>th</sup> at 4:00 → Arts programming
- Survey
  - Struggle with the youth demographics
- Resident Card vs. Non-Resident Card
  - Non-Resident Fee \$40/year currently – lower it?
  - Or proof you work in Attica
  - Alexander, Darien – Free since they contribute to the budget? Address at next meeting?
  - No card needed to engage in the programming
- Collection → new books & new movies
- Tech workshops in April
- Run another survey next year

- Year in Review document
- Staff and Board Training May 24, 2023 ALL DAY
  - o Can we add Mental Health First Aid Training?
- Update newsletter sheet
- Annual Report Done
- Summer Reading list coming soon!
- \$10,000 grant for LTC access from ALA – guidelines, webinars
  - o Need 1 community roundtable
  - o We need at least 3 people to show up
- Fine Free Library
  - o VOTE: Motion to approve Sandy, Janis second, carried
- Personnel Handbook
  - o VOTE: Jen motion, Katie second, carried
- Summer Reading \$2,000 programming
  - o Sandy motion, Lori, second, carried
- Want to get dumpster quotes
  - o Will explore other places
- Grants

### **Under Old Business,**

- a. Computer update process – 3 are in
- b. Personnel and Finance Committee meeting dates – dates set
- c. Accrued PTO – have the numbers, need to cut checks
- d. Grants – update provided in report, sensory happening!
- e. Sexual Harassment Training → new for 2024 (we will do one here May 24th)
- f. CLEs (2 hours of training) – for 2024 → we can attend the training with the staff maybe on the May 24<sup>th</sup>

### **Under New Business,**

- a. Approvals:
  - a. Policy and procedure
  - b. Annual report (not yet)
  - c. Move funds
  - d. Approval of sign for circulation desk
  - e. Approval of budget

For Public Comments: n/a

No public attended.

Motion to executive session Sandy, Katie 6:55 PM

Out – Janis and Scott

Jen made a motion to adjourn at 7:04 PM, seconded by Katie, carried.

The next meeting will be held on April 15<sup>th</sup> at 6:00pm in the Library., 5:00 for Finance, 7:00 for Annual Meeting

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary