**Stevens Memorial Community Library**

**Minutes of the Board of Trustees**

**August 12, 2024**

The August 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 6:02 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Director Felicia Cecere, Amanda Conlin and Katie Kennedy. Absent was Barb Helak, Mike Morse 2 public interested in the Board Membership Stu Hempel and Kim Harding attended.

We did pledge to the flag.

We reviewed the agenda, Katie made a motion to approve it, which was seconded by Amanda and carried.

Amanda made a motion to approve the July, 2024 minutes, which was seconded by Lori and carried.

We reviewed the past month’s expenditures and discussed the Treasurer Report. Frank did review the spreadsheets.

* Reports reviewed
* Total number difference abstract and distribution sheet and Frank will find the error
* Casella canceled 7/1/24, Alex take stuff to the dump, Tuesday and Saturdays, working out OK
* ALA grant fund need to finish spending – paperwork due 9-1-24
* Jen move to approve finance reports, Sandy Seconded - carried

**Director’s report.** (attached).

* Monthly stats, July was back up with everything
  + 3000 reference Qs, 50-65 people a day
  + 23 programs in July
  + 118 attended
  + 4 groups, 12 people meet that are not library affiliated
* Painting the reading room, paint bathrooms over the weekend
* ALA grant, money left to buy back-up supplies,
* Reapply for the grant for next year and look into having the front re-done for get some ramp up front and the electric work for our handicap doors
* Grant for Ralph C. Wilson Jr. – Felica working to apply
* Grant for inclusive collections aid – submitted for OWWL
  + Materials for all ages, disability friendly, inclusive, etc.
* Memorial Fund – spreadsheets printed –
  + General breakdown
  + Materials Sheet (small print spreadsheet)
  + Books on CD to be spent soon (about 20 every year)
  + New Play-Away are in and are ready to be processed and put out
  + Children’s room – needs and outlet moved and it is complete
    - Kids are loving it
* 120 people for Bluey
  + Photos on FB
  + Donations
* Teen corner done and it is up front and they are liking it up front
  + Switch
* Spreadsheet big picture breakdown
* Tax Id Number 🡪 OWWL Lawyer helping us contact IRS and fix it
* Policies –
  + Whistleblower and Conflict of Interest forms
  + Intern forms
* Summer Reading
  + 65 adults
  + 30 teens
  + 62 kiddos
  + Final week, grand prize next week
* 100 kids from the school, 20 kids return and sign up for library cards
* Abby and Chloe did first alone programs
  + Abby, braiding, `30 people, Chloe ~20 – stamp making
* Upcoming program
  + Yoga weather affected, will try 1 more
  + Marvel movies continue
  + Sticker Making Class today
  + Journaling
  + Bugs
  + Book Club
  + Pike Fair
* Budget kit is here
* Met local directors
  + OWWL in Vertical Café in Warsaw
  + Compliments on our engagement, etc.
* Hours decrease come fall with kids who go back to school
* May reduce Friday PM shifts due to not a lot of traffic

**Under Old Business**,

1. Becker Memorial Spent

**Under New Business**,

* 1. Anne Rupert – spend down
     1. Discussions

1. Personnel and Finance Committee- reminder meeting dates
   1. Personnel Date: August 19th at 5 PM
   2. Finance/Building and Grounds date: September 9th at 5 PM

For Public Comments: n/a

Katie made a motion to adjourn at 6:45 PM, seconded by Jen, carried.

The next meeting will be held on September 9th at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,

Jennifer M. Wilkinson, Secretary