

**Stevens Memorial Community Library**  
**Minutes of the Board of Trustees**  
**April 15, 2024**

The April 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 6:03 PM. Also present were: Jennifer Wilkinson, Janis Hemple, Scott Beck, Katie Kennedy, Frank White (treasurer), and Felicia Cecere. Mike Morse, Barb Helak, and Lori Kubik was absent.

We did pledge to the flag. After we reviewed the agenda, Scot made a motion to approve it, which was seconded by Katie and carried. Katie made a motion to approve the March, 2024 minutes, which was seconded by Sandy and carried.

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

- Breaking up payroll by month per the CPA conversations
- More consistent instead of by pay period
- Will update past records too
- Moved the funds for clerks' desk, books, summer reading
- Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Scott and carried.

**Director's report.** Attached.

- Shredding and filing
- Programming in the shed, book sales out there
- Aunt Flo
- Seed library
- Monthly stats
- Grant
  - o Roundtable
  - o Vintage cow library board
  - o Donations:
    - o Vintage cow donations
    - o Author's note in Medina
    - o Friends Programming
- Audio Books – play aways – new programming on how to use them
  - o New advertising, summer reading
  - o 1<sup>st</sup> delivery coming soon
  - o WonderBooks – looking at options
- Another grant – communication board
  - o Should arrive before summer reading
  - o Tour children's hospital autism center – Galisano
  - o Webinars
- Long Range Plan – **Personnel Meeting April 22<sup>nd</sup> at 7 PM**
  - o Still talking to civil service
- Finance Meeting met tonight
  - o Non-resident fee – propose
    - Darien/Alexander = free
    - \$20/card/year
    - \$30/family/year

- \$12 for 3 months
- Sandy motion to approve non-resident fee, Janis second, carried
- Add policy
- **Finance/ Building and Grounds: Next Meeting on May 13, 2024 at 5:30 PM**
- Donations can be made online!
  - It is live
  - No fee
  - Library platform
- VOTE to approve annual Report → Jen motion to approve annual Report, Sandy Second, Carried

**Under Old Business,**

- a. Committee meeting dates (above)
  - a. To-Do list for the Building and Grounds/Finance
- b. Grant – see above
- c. Sexual Harassment Training – online or May 24, 2024
- d. 2 hours training
- e. Desk sign is installed – working on the background for the plaque that is there

**Under New Business,**

- a. Approval of annual report – done
- b. Board of trustees – need to move to 8 next month
- c. Hiring part time librarian and part time custodian/maintenance
  - a. \$15/hour for part-time custodian/maintenance (cleaning, garbage, recycle, etc.)
  - b. \$17/hour librarian, part time, children’s room only programming and collection development, 20-25 hours a week; reach out to librarian schools for folks looking for a position
  - c. Motion for hiring and those rates: Scott motion, Katie Second, Carried

For Public Comments, no comments.

Jen made a motion to adjourn at 6:55 PM, seconded by Katie, carried. The next meeting will be held on May 13, 2023 at 6:00pm in the Library.

The Annual Meeting Followed the Regular Board Meeting.

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

## **ANNUAL 2024 MEETING**

April 15, 2023 at 7:00 PM

The April 2024 **Annual** meeting of the Board of Trustees was held In Person at the Library, at 7:00 PM. President Sandy Eck called the meeting to order at 7:00 PM. Also present were: Jennifer Wilkinson, Janis Hemple, Scott Beck, Katie Kennedy, Frank White (treasurer), and Felicia Cecere. Mike Morse, Barb Helak, and Lori Kubik was absent. Stuart Hemple was present for the public.

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

### **New Business,**

- a. Election of Officers  
Nominations were called and seconded, accepted, and carried.  
President – Sandy Eck  
VP – Katie Kennedy  
Secretary – Jennifer Wilkinson  
Treasurer – Frank White
- b. Board Member Petition – for Scott and Katie - has been filled out and will also be submitted to the school

For Public Comments, no comments.

Jen made a motion to adjourn at 7:05 PM, seconded by Katie, carried.

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary