

Stevens Memorial Community Library
Minutes of the Board of Trustees
December 9, 2024

The December 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: Alexis Eustice, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Barb Helak, Katie Kennedy, Mike Morse and Sandy Eck, Absent was Director Felicia Cecere, Amanda Conlin.. 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 Lori and carried. Lori made a motion to approve the November, 2024 minutes, which was seconded by Barb and carried.

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

- Reports reviewed
- Trash Bags (not for health insurance)
 - Jake doing it, going well
 - Katie is buying bags
- Payroll Services
 - Talk to 5 companies
 - Waiting for all info so we can review it as a Board
- Memorials for Mrs. Robinson
- Interview possible back-up for Frank, have 1 more person
 - Amanda to set up interview (round 2, first group did not pan out)
- Got school money in
- Books come in Baker and Taylor (do we accept or send back?)
 - Interim director in January to address the issue
- HVAC is working, small part needed
 - New key pad needed, for ease for temo
 - Changed filters
 - Will get a bill
- Lori motion to Approve, Sandy Second - carried

Director's report. (attached).

- Alexis notes – see attached
 - Stamp making
 - Story time consistent
 - Color competition /news letter
 - Robinson Memorial
 - Rocking chair in children's room
 - Newsletter on FB, website, and available at the desk

Under Old Business,

Old Business

- A. PTO & Holidays Policies
 - a. Kim drafting
- B. Assistant to Frank -interviews
 - a. Need to find a person still

- b. Advertise?
 - i. On our FB page
 - ii. Part-time assistant book-keeper
- C. memorial donations
 - a. Caught up
- D. 2 hours training for Board Members
 - a. Sexual harassment
 - b. Other
 - c. Go through binder
- E. Winterfest
 - a. Hot cider and donuts
 - b. (or cold)
 - c. Take home crafts
 - d. Goodies came in today
 - e. School Chorus on Porch
 - f. Interim Director to come visit
- F. Performance Review
 - a. E-mail it to her when she returns

IX. New Business

- A. Interim Director – to start in January (part-time)
- B. Dates for 2025 Meetings:
 - a. January 13
 - b. February 10
 - c. March 10
 - d. April 14 & Annual Meeting 7 PM
 - e. May 12
 - f. June 9
 - g. July 14
 - h. August 11
 - i. September 8
 - j. October 13
 - k. November 10
 - l. December 8

For Public Comments: glad we found temporary, interim director Diana Wywra

- Discussion of floater/ per diem
- Volunteer – talk to interim director
- Can friends do more – they want to be involved
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Exec Session at 6:46 pm, Jen moved, Lori seconded.

f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

Back in Regular Session: \$300 for stipend for Alexis for additional duties performed in director's absence Barb made a motion to approve it, which was seconded by Sandy and carried.

Have Frank scan in the schedule and time sheets to the Board for their review until the interim director begins

Interim director hired for:

- \$28/hour
- Part-time for approximately 3 days a week for 5-6 hours a day plus any time/calls at home, paid hourly with time sheet
- Frank to add her to payroll
- JMW to do the 426 form for Civil Service
- Lori made a motion to approve it, which was seconded by Sandy and carried.

Katie made a motion to adjourn at 7:49 PM, seconded by Jen, carried.

The next meeting will be held on January 13 at 6:00pm in the Library., 5:00 for Personnel.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary