

Stevens Memorial Community Library
Minutes of the Board of Trustees
May 13 2024

The May meeting of the Board of Trustees was held In Person at the Library, at 6:06 PM. President Sandy Eck called the meeting to order at 6:01 PM. Also present were:, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Barb Helak Mike Morse, Director Felicia Cecere, Children's Librarian Alexis Eustice, Janis Hempel and Katie Kennedy. Absent was Scott Beck.

We did pledge to the flag.

We physically went to the Children's Room and reviewed the work there.

- Carpet issue
- Walls patched
- Ceiling tiles that need replaced
- May 28th for Carpet Install

We reviewed the agenda, Katie made a motion to approve it, which was seconded by Mike and carried. Barb made a motion to approve the April, 2024 minutes, which was seconded by Lori 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, working better
 - Since January, each month's actual spend for FICA, etc.
- Disbursements: payments from schools are all in
- 36 Large Print books with name plates for memorial
- Barb move to approve finance reports, Janis Seconded - carried

Director's report. (attached).

- Extend Friday Hours to 10-5 as of June 1st
- Monthly stats are good!
- Staffing Hired
 - Alexis Eustice – Children's Services
 - Erin Snyder – Page
 - Alexander Bressinger – Maintenance
- Long Range Plan Informal Random Survey (survey for the door prize)
- Monthly Bingo
- Paint night, still a few seats open
- ALA Grant
- Schedule for Children's room
- 5/24 staff training date (pizza and salad); 4:00 to move books
- 5/25 to 5/29 → closed to construction
- Reopen on the 30th at 1:00 PM (1 to 7)
- Finance Committee Referral of spending for the Carnival and other items
- Carnival, June 22nd & kick off Summer Reading
 - In the parking lot
 - 6 games with little prizes
 - Food Stand
 - 150 people estimated
 - NHS kids to volunteer

- Memorial Funds
- Attica Festivals Days – open to participation
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Under Old Business,

- a. Sexual Harassment Training → new for 2024 (we will do one here May 24th)
- b. CLEs (2 hours of training) – for 2024 → we can attend the training with the staff maybe on the May 24th

Under New Business,

- a. Approvals:
 - a. Memorial funds used as outlined as recommended by the finance committee → Sandy moved, Katie second carried
 - b. Long Range Plan as recommended by the personnel committee → Jen moved, Katie Seconded, carried
- b. Cataloging the memorials project
- c. See the notes from Director's Updates

For Public Comments: n/a

- Positive reviews for programing
- Story time confusion
- newsletter

Jen made a motion to adjourn at 7:21 PM, seconded by Barb, carried.

The next meeting will be held on June 10th at 6:00pm in the Library., 5:00 for Finance

Respectfully submitted,
Jennifer M. Wilkinson, Secretary