

Stevens Memorial Community Library
Minutes of the Board of Trustees
November 4, 2024

The November 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 6:00 PM. Also present were: ~~Alexis Eustice~~, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Barb Helak, Katie Kennedy, Mike Morse and Sandy Eck, Amanda Conlin. Absent was Director Felicia Cecere. 2 public interested in the Board Membership Stu Hempel and ~~Kim Harding~~ attended.

We did pledge to the flag.

We reviewed the agenda, Mike made a motion to approve it, which was seconded by Barb and carried. Amanda made a motion to approve the October, 2024 minutes, which was seconded by Katie and carried.

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

- Reports reviewed
- Jacob Seiferth on report in place of Erin Snyder
- Memorials for Mrs. Robinson
- Interview possible back-up for Frank, but she is not going to take the position
- Other payroll programs, we will look to see if less expensive at ADP and Paychex, etc,
- Check came from Attica School (first one)
- Meeting with Ron, OWWL attorney, Sandy, Frank → tax ID issue for the EIN issue
 - Change from 501-c-3 to new EIN when school district library
 - IRS, little helpful
 - EIN # not exist anymore
 - Not need to file 990s
 - Discuss policy
 - Use 33 number, one we use for payroll, bank accounts, etc.
 - Need to register state sales tax exemption
 - Plan will be to have a plan
 - Waiting for chart
 - Has list of what part is used for which
 - They will help us with the state exempt number
- Sandy motion to Approve, Lori Second - carried

Director's report. (attached).

- Alexis notes – see attached
 - 245 kids for Halloween
 - Winterfest idea → 10 – 2 library opened
 - Jane contact friends
 - Craft to go
 - Kids to come sing?
 - 3-4th grade chorus
 - What hours?
 - Shifts of students?
 - Katie to confirm with school
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Employees – Budget – do we have too many working at a time?

Under Old Business,

Old Business

- A. PTO update and tracking system on paychecks or signage in library
 - 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. Record and thank you for memorial donations
 - a. Caught up
- D. Attica school tax letter and check
 - a. Came in
- E. 2 hours training for Board Members
 - a. Sexual harassment
 - b. Other
 - c. Go through binder

IX. New Business

- A. Update on garbage – Casella
 - a. Katie did it
 - b. E-mail included
 - c. Set schedule
- B. Winterfest/ Friends input

For Public Comments: n/a

Exec Session at 7:11 pm, Barb moved, Amanda 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;

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

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

Respectfully submitted,
Jennifer M. Wilkinson, Secretary