

Stevens Memorial Community Library
Minutes of the Board of Trustees
October 14, 2024

The October 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, 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, Amanda made a motion to approve it, which was seconded by Katie and carried. Amanda made a motion to approve the September, 2024 minutes, which was seconded by Sandy and carried.

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

- Reports reviewed
- Discussion of the employee reimbursements
- Discussions of PTO issues
- Barb move to approve finance reports, Lori Seconded – carried
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Director's report. (attached).

- Alexis Working on list for Felica
 - Programming
 - New hire
 - Schedule (does not have time for interviewing)
- Director hiring folks discussed
 - New person, part time, open availability
 - Lives in Attica
 - Can meet with folks on new PTO policy when we have it

Under Old Business,

A. Meetings

- a. Finance, 11/4/2024
- b. Regular Board Meeting 11/4/24
- c. Personnel Meeting 11/18/24

Under New Business,

- a. Garbage
- b. PTO
- c. Hire Assistant for Frank (Treasurer) → 2 possible folks; part-time person
 - i. Frank using approx. 18 hours a week
 - ii. How much for new person? 5-10 hours
 - iii. Then they can split time
 - iv. Interview – Frank, Sandy, Amanda & Katie
 1. Amanda will set up the interview date/time
 2. Approve hiring of part-time asst. treasure, @ min wage 5-10 hours/week to start – Jen motion, Amanda 2nd, carried

- d. Employee reimbursements
- e. New Hire Packet – Frank will dig up – Alexis will text
 - i. 426 form
- f. Thank you cards for Memorial?
 - i. Send something to the family? Type a list and send it?

For Public Comments: n/a

Exec Session at 6:50 pm:

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 7:45 PM, seconded by Jen, carried.

The next meeting will be held on November 4th at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary