

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

The August meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. Vice -President Katie Kennedy called the meeting to order at 6:06 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Director Felicia Cecere, Amanda Conlin. Absent was Barb Helak, Mike Morse and Sandy Eck. 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. Lori made a motion to approve the August, 2024 minutes, which was seconded by Amanda and carried.

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

- Reports reviewed
- Jen move to approve finance reports, Katie Seconded - carried

Director's report. (attached).

- Monthly stats, July was back up with everything
 - 2087 reference Qs, 50-65 people a day
 - 14 programs
 - 118 attended
 - 4 groups
- Reapply for the grant for next year and look into having the front re-done for get some ramp up front and the electric work for our handicap doors to make it easier to get folks in for the library
- Grant for Ralph C. Wilson Jr. – Felica finished and due 16th
 - Doors, ramp as a back-up
 - Hard to get
- Memorial Fund – spreadsheets e-mailed –
 - Will get updated version
 -
- EIN – lawyer is working on it
 -
 - Whistleblower and conflict forms to be on file
- Spreadsheet big picture breakdown
- Tax Id Number → OWWL Lawyer helping us contact IRS and fix it
- Policies –
 - Whistleblower and Conflict of Interest forms
- Finance
 - Budget proposal and calculations regarding minimum wage
 - Want budget done well before March
 - 60k increase to be spread out over next several years
 - Bump Rachel up more hours and hire 1 PT, and have substitute book-keeper
 - Advertise next week
- Bid or RFP for the parking lot
- Alexander 12-1-1 Life Skills class to come 1x/week through December
 - May add it in for Attica too
 - Good outreach
- Committee meetings
- School Supply Drive – leftovers to go to school

- November- food drive and meal kit in a bag for more out-reach
 - o Include the teens in the food drive for community service hours
- Lots of programming for the month
 - o Lock-in – holiday themed?
- Winterfest - stations

Under Old Business,

- A. New hires (see above)
- B. Standard Work Day - finalized

Under New Business,

- a. Next meeting date
- b. Budget (see above)

For Public Comments: n/a

Exec Session at 6:44:

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 7:11 PM, seconded by Jen, carried.

The next meeting will be held on October 14th at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary