

**Stevens Memorial Community Library**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**January 13, 2025**

The Regular 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 6:03 PM. Also present were:

Trustees: Jennifer Wilkinson, Amanda Conlin, Frank White (treasurer), Barb Helak, , Katie Kennedy, and Sandy Eck. Lori Kubik via phone. (Absent was, Mike Morse).

Staff: Interim Director Diana Wyrwa present via phone. Rachel Beck, Joanne (Jane) Shreder-Robinson, Jacob Seiferth were present, as well as members of the Public.

We did pledge to the flag.

**1 Motion:** Katie Kennedy moved to approve the agenda. Amanda Conlin seconded, and the motion passed unanimously.

**2 Motion:** Sandy Eck moved to approve the minutes (2 sets) from December). Katie Kennedy seconded, and the motion passed unanimously.

**3 Motion:** Barb Helak moved to approve the expenditures and the Treasurer Reports. Amanda Conlin seconded, and the motion passed unanimously.

**4 Motion:** Amanda Conlin moved to have Treasurer renew CDs at best rate available. Sandy Eck seconded, and the motion passed unanimously.

**5 Motion:** Sandy Eck moved to approve the policies as attached to the meeting packet with the “Option 2” for Emergency Closings, and corrected typo in Nepotism policy. Holiday, Snow Day/Emergency Closings, PTO, Conflict/Nepotism, Open Meetings policies. Jennifer Wilkinson seconded, and the motion passed unanimously.

**6 Motion:** Katie Kennedy moved to appoint Ursula Bliss for the position of Treasurer Assistant, with a state date of 1/13/2025, at minimum wage/ hourly rate of \$15.50, for a maximum of 10 hours per week. Barb Helak seconded, and the motion passed unanimously.

**7 Motion:** Katie Kennedy moved to approve the expenditure of finishing cleaning up the EIN issue (with any funds available) and to approve Sandy Eck signing the ST-119.4 to authorize counsel to finish the project. Jennifer Wilkinson seconded, and the motion passed unanimously.

**8 Motion:** Amanda Conlin moved to create/fill/hire for the position of Director, and authorize the job posting (with the posting discussed at personnel with some minor modifications to include basic information on the Attica area and that the director adhere to the existing approved policies), at a range of \$60-65,000.00, 40 hours per week. Sandy Eck seconded, and the motion passed unanimously.

**9 Motion:** Barb Helak moved to create/fill/hire for the position of Maintenance Person, and authorize the job posting (with the posting discussed at personnel with some minor modifications to include estimated number of hours per week), at minimum wage, Less than 15 hours per week. Katie Kennedy seconded, and the motion passed unanimously.

**10 Motion:** Katie Kennedy moved to approve dates of the 2025 meetings. Barb Helak seconded, and the motion passed unanimously.

**11 Motion:** Amanda Conlin moved to appoint Katie Kennedy to work on the computer update project with OWWL. Sandy Eck seconded, and the motion passed unanimously.

**12 Motion:** Sandy Eck moved to instruct the interim director that programming shall be limited to when the library is open at this time, that there will not be “new” programming while we search for the new director, and that she review the schedule and timesheets. Amanda Conlin seconded, and the motion passed unanimously.

**13 Motion:** Katie Kennedy moved to authorize the Board Secretary to have limited permissions for the SMCL website so as to be able to post meeting minutes and agendas. Barb Helak seconded, and the motion passed unanimously.

Public Comments were accepted.

**14 Motion:** Jennifer Wilkinson moved to adjourn the meeting at 7:27 PM. Barb Helak seconded, and the motion passed unanimously.

The next meeting will be held on:

February 10, 2025 5:00 pm for Finance, 6:00 for the Board meeting, both at the Library.

And March 31, 2025 at 5:00 PM for Personnel at in the Library.,

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary