

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
March 17, 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 6:00 PM. Also present were:

Trustees: Jennifer Wilkinson, Frank White (treasurer), Barb Helak, Katie Kennedy, and Lori Kubik (via phone). (Absent was, Mike Morse). (Amanda Conlin Resigned as of 3/15/2025).

Staff: Interim Director Diana Wyrwa present, as well as Assistant Treasurer Ursula Bliss, Maintenance Lucas Beck and Clerk Jacob Seiferth members of the Public.

We did pledge to the flag.

1 Motion: Katie Kennedy moved to approve the agenda. Sandy Eck seconded, and the motion passed unanimously.

Public Comments were received.

2 Motion: Barb Helak moved to approve the minutes with the change to fix the meeting date from 3/10 to 3/17. Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Sandy Eck moved to approve the expenditures and the Treasurer Reports. Jennifer Wilkinson seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to accept the Annual Report for 2024. Katie Kennedy seconded, and the motion passed unanimously.

5 Motion: Sandy Eck moved to approve the proposed budget for 2025-2026. Barb Helak seconded, and the motion passed unanimously.

6 Motion: Jenifer Wilkinson moved to approve the Resolution prepared by the interim director to approve the proposition for the may budget vote (2025-2026 budget). Katie Kennedy seconded, and the motion passed unanimously.

Resolved, that the following proposition be included on the May 20, 2025 Attica Central School District ballot referendum

Shall the Board of Education of the Attica Central School District be authorized to raise by tax \$4,429 to increase the annual appropriation from \$204,939 to \$209,368 for the benefit of the Stevens Memorial Community Library?

7 Motion: Sandy Eck moved to Establish a fund balance and Capital Fund from existing funds as outlined in the attached proposal chart. Barb Helak seconded, and the motion passed unanimously.

8 Motion: Sandy Eck motion to move to executive session. Jennifer Wilkinson seconded, and the motion passed unanimously. *Discuss: 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*

9 Motion: Barb Helak moved to leave executive session. Katie Kennedy seconded, and the motion passed unanimously.

10 Motion: Jennifer Wilkinson moved to send offer letter to Max Lampson for the position of Director, with a start date of ASAP or the latest 4/14/2025, at salary of \$60,405.80, full time. With a stipend of \$2,500 for insurance. Sandy Eck seconded, and the motion passed unanimously.

11 Motion: Sandy Eck moved to adjourn the meeting at 7:55 PM. Katie Kennedy seconded, and the motion passed unanimously.

Upcoming Meetings:

Next Personnel: March 31, 2025 @ 5:00 PM at the library

Next Finance: April 14, 2025 @ 5:00 PM at the library

Next Board Meeting April 14, 2025 @ 6:00 at the library

ANNUAL MEETING April 14, 2025 @ 7:00 PM at the library

Respectfully submitted,

Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library Fund Balance Proposal 2025-2026

Banking Accounts 2/28/2025		
Operating account - checking	\$ 161,647.00	using to run library now
Memorial account - checking	\$ 165,615.00	
Renovation account - checking	\$ 15,647.00	
Fundraising account - savings	\$ 6,401.00	
Operating fund - CD	\$ 42,408.00	
Trustees fundraising - CD	\$ 81,444.00	
Renovation CD	\$ 92,859.00	
TOTAL FUNDS	\$ 566,021.00	
Capital Fund Proposed		
Renovation account - checking	\$ 15,647.00	
Fudraising account - savings	\$ 6,401.00	
Trustees Fundraising - CD	\$ 81,444.00	
Renovation - CD	\$ 92,859.00	
Capital Fund Total	\$ 196,351.00	separate account for larger building costs
Fund Balance Proposed		
Memorial account	\$ 165,615.00	
General Fund - CD	\$ 42,408.00	
Fund Balance	\$ 208,023.00	can be added to budget or for emergencies
Allocated in 2025-2026 budget	\$ 38,000.00	
Fund Balance Total	\$ 170,023.00	