

**Stevens Memorial Community Library**  
**Minutes of the FINANCE Committee Meeting**  
**April 14, 2025**

A Finance Committee Meeting was held In Person at the Library, at 5:00 PM.

President Sandy Eck, called the meeting to order at 5:00 PM. Also present were:

Trustees: Jennifer Wilkinson, Barb Helak, Katie Kennedy.

Staff: Interim Director Diana Wyrwa present, treasurer Frank White, incoming Treasurer Lisa Neary, incoming director Palmer Perkins.

Public: Stewart Hempel was present.

**No Motions. Items on the agenda discussed.**

The next meeting(s) will be held on:

Finance Meeting May 12, 2025 at 5:00 at the Library.

Regular Board Meeting May 12, 2025 at 6:00 at the Library.

Personnel June 16, 2025 at 6:00 PM at in the Library.,

Respectfully submitted,

Jennifer M. Wilkinson, Secretary

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**Stevens Memorial Community Library**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**April 14, 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 6:01 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 – seat vacant).

Staff: Interim Director Diana Wyrwa present, as well as oncoming director Palmer Perkins and oncoming treasurer Lisa Neary, Stuart Hempel and Kim Harding, members of the Public.

We did pledge to the flag.

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

Public Comments were received.

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

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

**4 Motion:** Jennifer Wilkinson moved to accept the letter to the school regarding candidates, as outlined below. Katie Kennedy seconded, and the motion passed unanimously.



146 Main Street • Attica, NY 14011 • (585) 591-2733

April 9, 2025

Christopher Day, President  
Board of Education  
Attica Central School District  
3338 East Main Street  
Attica, NY 14011

Dear Board President Christopher Day:

Stevens Memorial Community Library has two (2) Library Trustee positions that need to appear on  
The May 20, 2025 Attica Central School District ballot referendum.

Listed below are two candidates who have submitted petitions with the required twenty-five (25) names  
of qualified voters residing in the Attica Central School District. Original petitions included as well.

To elect two (2) Library Trustee Members to the Stevens Memorial Community Library for a five-year  
term commencing July 1, 2025 and expiring June 30, 2030.

Candidates are:

Kimberly Harding

Stuart Hempel

**5 Motion:** Barb Helak 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*

**6 Motion:** Jennifer Wilkinson moved to leave executive session. Sandy Eck seconded, and the motion passed unanimously.

**7 Motion:** Motion by Jennifer Wilkinson for Palmer Perkins for the position of Director, with a state date of 5/12/2025 (with any time prior to that date to be paid Per Diem at a rate of \$30/hour), with the 5/12/25 start date salary of \$60,405.80, full time. Plus, a stipend of \$2,500/year for insurance. Sandy Eck seconded, and the motion passed unanimously.

**8 Motion:** With many Thanks to Frank White for his years of generous service, a Motion by Katie Kennedy for Lisa Neary for the position of Treasurer, with a state date of as soon as possible (for training), with the official start date of May 5, 2025 to be the Treasurer. With payment rate of minimum wage, up to 15 hours per week. Sandy Eck seconded, and the motion passed unanimously.

**9 Motion:** Jen Wilkinson moved to adjourn the meeting at 7:49 PM. Katie Kennedy seconded, and the motion passed unanimously.

### Upcoming Meetings:

Next Finance Meeting May 12, 2025 at 5:00 at the Library.

Next Regular Board Meeting May 12, 2025 at 6:00 at the Library.

Next Personnel Meeting: June 16, 2025 @ 5:00 PM at the library

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary

## **ANNUAL MEETING MINUTES:**

The Annual meeting of the Board of Trustees was held In Person at the Library, at 7:50 PM.

President Sandy Eck, called the meeting to order at 7:50 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 – seat vacant).

Staff: Interim Director Diana Wyrwa present, as well as oncoming director Palmer Perkins and oncoming treasurer Lisa Neary, Stuart Hempel and Kim Harding, members of the Public.

### **Director's Annual report (online).**

#### **New Business,**

- a. Election of Officers  
Nominations were called and seconded, accepted, and carried.  
President – Katie Kennedy  
VP – Sandy Eck  
Secretary – Jennifer Wilkinson  
Treasurer – Lisa Neary
- b. Board Member Petition – filled out and submitted to the school

For Public Comments, no comments.

**1 Motion:** Barb Helak moved to adjourn the meeting at 7:52 PM. Katie Kennedy seconded, and the motion passed unanimously.

Respectfully submitted,  
Jennifer M. Wilkinson, Secretary