

Library Board of Trustees
May Regular Board Meeting Agenda
Monday, June 9, 2025
6:00 pm at the Stevens Memorial Community Library

I. Call to Order

II. Attendance

III. Pledge to the Flag

IV. Approval of Agenda

MOTION:

V. Public Comments

VI. . Approval of Minutes from May 2025 – finance, regular

MOTION: to approve minutes

VII. Approval of Expenditures- Treasurer Reports

MOTION:

VIII. . Director's Report (attached) - discuss

IX. Old Business

A. Sexual Harassment Training TODAY – to take place at end of business

B. Move Meetings to 3rd Mondays of the Month:

i. Monday, July 21, 2025

ii. Monday, August 18, 2025

iii. Monday, September 15, 2025

iv. Monday, October 20, 2025

v. Monday, November 17, 2025

vi. Monday, December 15, 2025

vii. Monday, January 19, 2026 - MLK Jr. Day

viii. Monday, February 16, 2026 - Presidents Day

ix. Monday, March 16, 2026

x. Monday, April 20, 2026

xi. Monday, May 18, 2026

xii. Monday, June 15, 2026

b. Can adjust dates that are holidays as the months approach

c. If yes, **MOTION:**

C. EIN Issue Update

D. RFP/Paving Update

a. **MOTION:** to approve RFP and put on website, advertise, etc.

E. Next Steps from Proposition #3 Passing;

a. letter to school, oaths of office, etc.

F. Open House on June 30, 2025 from 6-7:30pm

X. New Business

- 1) Holidays – Vote per Palmer’s list
 - a) **MOTION:**
- 2) Seating in children’s room
- 3) Book sale
- 4) Update directory – Kim, Stuart, Palmer, Lisa, Lucas, etc.
- 5) Personnel Policy circulated by Kim along with employee handbook
- 6) Interviews and Hires – full time clerk, etc.
- 7) Drinking Fountain – discussion out of Finance
- 8) Paid Family Leave Issue
 - a) **MOTION:**
- 9) Joining the Chamber for Attica – benefits for Library (public purpose)
 - a) benefits would be advertisement on the website and all fliers/pamphlets, as well as advertisements during chamber sponsored events. opportunity to bring more community awareness and involvement to the library.
 - b) **MOTION:**
- 10) Purchasing Policy – (Prepay Bill Payment Policy) – attached
 - a) **MOTION: to approve for the new fiscal year starting in July**
- 11) “Petty Cash” & Till discussion – discuss new policy/procedure
- 12) Approve the purchase of software recommended by Treasurer
 - a) **MOTION:**

TRAINING

XII. Adjourn

MOTION:

Next Board Meeting July 21, 2025 @ 6:00 at the library

Next Finance: July 21, 2025 @ 5:00 at the library

Next Personnel: June 16, 2025 at 6:00 PM at the library

Minutes from
last month

Stevens Memorial Community Library
Minutes of the FINANCE Committee Meeting
May 12, 2025

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

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

Trustees: Jennifer Wilkinson, Sandy Eck.

Staff: Interim Director Diana Wyrwa present, Treasurer Lisa Neary, 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 Wednesday, June 4, 2025 at 6:00 at the Library.

Regular Board Meeting Monday June 9, 2025 at 6:00 at the Library.

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

Respectfully submitted,

Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
May 12 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:07 PM. Also present were:

Trustees: Jennifer Wilkinson, Lisa Neary (treasurer), Barb Helak, Sandy Eck, and Lori Kubik. (Absent was, Mike Morse). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).

Staff: Interim Director Diana Wyrwa present, as well as Director Palmer Perkins.

Stuart Hempel and Kim Harding, members of the Public, soon to be elected.

We did pledge to the flag.

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

Public Comments were received.

2 Motion: Barb Helak Barb Helak 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. Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to authorize the Director to engage Director and Board Insurance Coverage, and to update the Board in June as to the final cost. Sandy Eck seconded, and the motion passed unanimously.

5 Motion: Jennifer Wilkinson motion to move to executive session. Sandy Eck 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. Barb Helak seconded, and the motion passed unanimously.

7 Motion: Motion by Jennifer Wilkinson for increase in Treasurer hourly rate (Lisa Neary) to \$30/hour with authorization of up to 15 hours per week without advance approval. Sandy Eck seconded, and the motion passed unanimously.

8 Motion: Jen Wilkinson moved to adjourn the meeting at 8:12 PM. Katie Kennedy seconded, and the motion passed unanimously.

Upcoming Meetings:

Finance Meeting Wednesday, June 4, 2025 at 6:00 at the Library.

Regular Board Meeting Monday June 9, 2025 at 6:00 at the Library.

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

Respectfully submitted,

Jennifer M. Wilkinson, Secretary

Treasurer Report(s)

To be provided
in person at the
meeting

Director's Report

Director's Report June Board Meeting

- May Attendance - 954
 - Gathering data to consider changing library operating hours
- Programs and attendance numbers
- Meeting people and OWWL workers
- Work with Lisa and account names
- Library Construction Grant
 - Working with Ron
- Interview timeline for hours re-structure: 6/10-6/12 in time for Monday personnel
- Summer Reading and programs upcoming (6/14 book sale, 6/21 Reading kickoff, 8/23 tentative sendoff date) We have prizes, weekly entries, and coloring books/totes/stickers
- Holidays (see attached)
- Drinking fountain updates and options

Proposed Holidays (Library Closures) for Remainder of 2025:

Friday, July 4th (Independence Day)

Monday, September 1st (Labor Day)

Monday, October 13th (Columbus/Indigenous Peoples Day)

Tuesday, November 11th (Veteran's Day)

Thursday, November 27th (Thanksgiving Day)

Friday, November 28th (Day after Thanksgiving)

Wednesday, December 24th (Christmas Eve)

Thursday, December 25th (Christmas Day)

[Thursday, January 1st, 2026 (New Year's Day)]

Proposed Holidays (Library Closures) for 2026:

Thursday, January 1st (New Year's Day)

Monday, January 19th (MLK Jr. Day)

Monday, May 25th (Memorial Day)

*Saturday, July 4th (Independence Day) - how does this work?

Monday, September 7th (Labor Day)

Monday, October 12th (Columbus/Indigenous Peoples Day)

Wednesday, November 11th (Veteran's Day)

Thursday, November 26th (Thanksgiving Day)

Friday, November 27th (Day after Thanksgiving)

Thursday, December 24th (Christmas Eve)

Friday, December 25th (Christmas Day)

[Friday, January 1st, 2027 (New Year's Day)]

Policy/ Policies

June 9, 2025

to approve for the new fiscal year starting in July 2025

PURCHASING POLICY

At each board meeting the trustees shall vote upon and approve an abstract of expenditures made or invoice received from the previous month/meeting. From time to time, some payments shall be made for expenditures before board approval due to net 30 day requirements, i.e. utilities, payroll, credit card, that is needed to be made before the board meeting as determined by the library director. If a payment is made before the board meeting and the board does not subsequently authorize the expenditure, then every effort will be made to cancel/retrieve said payment. This provision shall be voted on at the first board meeting of the new fiscal year in July.

Open House



YOU ARE INVITED!

To Stevens Memorial Community Library
for a Celebratory Open House!

We are saying goodbye to:

Diana Wyrwa

after filling in as interim director

Frank White

thank you for your many years of service as treasurer

Mike Morse

thank you for your many years of service as a Trustee

Amanda Conlin

thank you for your service

and Welcome to:

Palmer Perkins- Director

Stuart Hempel- board member

Kimberly Harding- board member

Lisa Neary- treasurer

Lucas Beck- maintenance

PLEASE JOIN US

JUNE 30, 2025

FROM 6 TO 7:30 PM

AT THE LIBRARY!

146 Main Street, Attica New York