

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
June 9, 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 6:04 PM. Also present were:

Trustees: Jennifer Wilkinson, , Barb Helak, Sandy Eck, Lori Kubik, Stuart Hempel elected, starts 7/1 and Kim Harding, elected, starts 7/1. (Absent was, Lisa Neary (treasurer)). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).

Staff: Director Palmer Perkins.

We did pledge to the flag.

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

Public Comments (none).

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. Barb Helak seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to change the meeting dates for the new fiscal year to the 3rd Monday of the month. Katie Kennedy seconded, and the motion passed unanimously.

- 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

*Can adjust dates that are holidays as the months approach

5 Motion: table RFP until July

6 Motion: Jennifer Wilkinson moved to approve the list of holidays suggested by the director in his report (attached at end of minutes). Sandy Eck seconded, and the motion passed unanimously.

7 Motion: Paid Family Leave sent to Personnel Committee for research and discussion.

8 Motion: Barb Helak motion to authorize treasurer to have the library join the chamber of commerce to benefit the library with advertising. Katie Kennedy seconded, and the motion passed unanimously.

9 Motion: Katie Kennedy motion to authorize annual pre-pay Bill Payment Policy. Lori Kubik seconded, and the motion passed unanimously.

10 Motion: Jen Wilkinson motion to authorize treasurer to purchase software (not to exceed \$500 without additional board permission). Barb Helak seconded, and the motion passed unanimously.

11 Motion: Katie Kennedy moved to adjourn the meeting at 7:53 PM. Sandy Eck seconded, and the motion passed unanimously.

Upcoming Meetings:

Finance Meeting Monday July 2, 2025 at 5:00 at the Library.

Regular Board Meeting Monday July 21, 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

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)]
