

Stevens Memorial Community Library
Minutes of the Special Meeting
June 30, 2025

A Special Meeting was held In Person at the Library, at 5:15 PM.

President Katie Kennedy, called the meeting to order at 5:16 PM. Also present were:

Trustees: Jennifer Wilkinson, Sandy Eck, Barb Helak, Lori Kubik. (Absent was, Mike Morse). Newly elected Stuart Hemple was also present.

Staff: Interim Director Diana Wyrwa present.

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

2 Motion: Jennifer Wilkinson motion to approve the four consent items from the Personnel Committee meeting:

- 1) Motion to approve Personnel Policy & Employee Handbook Update
- 2) Motion to Approve Paid Family Leave to be deducted from employee wages as outlined in New York State Law
- 3) Motion to approve the Full Time Clerk and Part Time Clerk Job Descriptions that were revised and updated
- 4) Motion to:
 - a. Hire Rachel Beck to fill the position of Full Time Clerk at \$16.80/hour, up to 40 hours per week. 2025 PTO pro-rated for the full-time position as outlined in the handbook/PTO policy.
 - b. Maintain the other part-time clerks in the position (with the revised job description).
 - c. Move Abigail Wilkinson to Clerk, per-diem (with the revised part-time clerk job description).

MOTION: APPROVE ALL 4 CONSENT ITEMS: Jennifer Wilkinson moved, Sandy Eck seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to adjourn the meeting at 5:20 PM. Katie Kennedy seconded, and the motion passed unanimously.

Open House followed the meeting.

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

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

Next Personnel: TBD

Respectfully submitted,

Jennifer M. Wilkinson, Secretary