

Library Board of Trustees
Regular Board Meeting Agenda
Monday, August 18, 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:

SPECIAL AGENDA ITEM: OPEN AND REVIEW RFPS

MOTION: to approve moving forward with parking lot project with specific provider, or to reject all RFPs and do another RFP process

V. Public Comments

VI. . Approval of Minutes from July

MOTION: to approve minutes

VII. Approval of Expenditures- Treasurer Reports

MOTION:

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

IX. Old Business

1. EIN Issue Update
2. Leah Robinson Memorial
3. Drinking Fountain/Water Bottle Refill Station
4. Carnival Update
5. Discuss Pike Fair results

X. New Business

1. Hours of Operation – Discussion

a. **MOTION:**

XII. Adjourn

MOTION:

Next Board Meeting September 22, 2025 @ 6:00 at the library

Next Finance: TBD @ 5:00 at the library

Next Personnel: September 15, 2025 at 6:00 PM at the library

Chart for RFPs

<u>Number</u>	<u>Name of company</u>	<u>Work proposed to be done</u>	<u>Cost</u>
1			
2			
3			
4			
5			
6			
7			

Minutes from last month

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
July 21, 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 6:12 PM. Also present were:

Trustees: Jennifer Wilkinson, Lisa Neary (treasurer), Barb Helak, Stewart Hempel, Kim Harding and Lori Kubik. (Absent was, Sandy Eck).

Staff: Director Palmer Perkins.

We did pledge to the flag.

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

Public Comments were none.

2 Motion: Stuart Hempel 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. Kim Harding seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to amend the budget to add in \$8,000 for replacement of the Middle AC Unit and to authorize the Director to purchase a new unit, not to exceed \$8,000. Kim Harding seconded, and the motion passed unanimously.

5 Motion: Jennifer Wilkinson motion to approve the assurances for the grant funding and to Authorize Director to sign. Barb Helak seconded, and the motion passed unanimously.

6 Motion: Jennifer Wilkinson moved to approve the DRAFT RFP and to have the Director advertise and send to potential bidders. Stewart Hempel seconded, and the motion passed unanimously.

7 Motion: Motion by Jennifer Wilkinson for Treasurer to stagger the CDs that are due for reinvestment, 7 months for Fundraising and Renovation, 1 year for Operations/General Fund CD. Katie Kennedy seconded, and the motion passed unanimously.

8 Motion: Katie Kennedy moved to approved the revised hours for FT clerk, Kim Harding seconded, and the motion passed unanimously.

9: Motion: Jennifer Wilkinson motion to approve the Treasurer to pay for the replacement glass/window. Barb Helak seconded, and the motion passed unanimously.

10 Motion: Jennifer Wilkinson moved to approve the payment for children's librarian for Pike Fair and mileage for whomever is the driver. Barb Helak seconded, and the motion passed unanimously.

11 Motion: Katie Kennedy moved to adjourn the meeting at 7:47 PM. Kim Harding seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

Finance Meeting Wednesday, TBD at 6:00 at the Library.

Regular Board Meeting Monday August 18, 2025 at 6:00 at the Library.

Personnel Monday, September 15, 2025 at 5:00 PM at in the Library.

Respectfully submitted,

Jennifer M. Wilkinson, Secretary

Director's Report

Director's Report July Board Meeting

- July Attendance - 1422
- Programs and attendance numbers
- Summer Reading - going well, looking toward send-off party
 - Are we all set for Saturday 8/23?
- Tiles in bathrooms
- Library Construction Grant updates
- Visited OWWL on 8/1 to talk about programming
 - Ideas for new programming model in conjunction with new hours
- NYLA conference
- Upcoming events - library card sign-up month, banned books week, halloween
 - After hours programming?

Treasurer Report(s)

Stevens Memorial Community Library
2025-2026
Financial Report, July 2025
Cash Balances

	Bank Balance			
Operating Account	68,608.43			
Memorial Account	166,180.59			
Renovation Account	15,648.84			
Fundraising Account	6,401.75			
<u>Certificates of Deposit</u>				
Operating - matures 7/14/2026		Original amount	Interest earned	Matured amount
		42,408.63	845.85	43,254.48
				Rolled for 12 months at 3.75%
Renovation - matures 2/17/2026		92,859.69	1,852.11	94,711.80
				Rolled for 7 months at 4%
Fundraising - matures 2/17/2026		81,444.20	1,624.42	83,068.62
				Rolled for 7 months at 4%
Cash Total at 7/31/2025		477,874.51		

Stevens Memorial Community Library						
2025-2026						
Financial Report, July 2025						
Income/Expense						
Budget Description	Official Name	Account Number	Budget Amount	July Actual	YTD	Remaining Budget
Services	Computer/Technical Services (OWWL)	A7410 450	8,420.00	1,965.00	1,965.00	6,455.00
	Financial (CPA and software)	A7410 451	3,200.00	404.47	404.47	2,795.53
	Printer lease	A7410 452	2,500.00	212.19	212.19	2,287.81
	Liability Insurance	A7410 453	5,000.00	448.00	448.00	4,552.00
	Auto Insurance	A7410 454	-	17.00	17.00	(17.00)
	Workers Comp Insurance	A7410 455	-	76.00	76.00	(76.00)
	Commercial Umbrella	A7410 456	-	63.00	63.00	(63.00)
	Disability Insurance	A7410 457	-	225.16	225.16	(225.16)
Building Maintenance	Building maintenance & repairs	A7410 480	4,500.00	123.56	123.56	4,376.44
	Grounds maintenance	A7410 481	-	-	-	-
	Water & Sewer	A7410 482	9,600.00	-	-	9,600.00
	Electric	A7410 483	-	502.34	502.34	(502.34)
	Gas	A7410 484	-	10.01	10.01	(10.01)
	Telephone	A7410 485	-	174.73	174.73	(174.73)
Employee Benefits	Social Security	A7410 800	13,642.00	1,605.24	1,605.24	12,036.76
	Health Insurance	A7410 801	2,500.00	-	-	2,500.00
	Retirement	A7410 802	6,000.00	-	-	6,000.00
			262,718.00	30,067.79	30,067.79	232,650.21
		Net Gain/(Loss)	-	(25,447.84)	(25,447.84)	25,447.84
	*includes a replacement check to Kierra VanDerBeck, replacing old outstanding check \$171.76					

July 2025	1	2	3-LOST & DAMAGED	4-MEM& GIFTS	5-BAGS & GIFTS	6-FRIENDS MEMB.	7 VIDEOS	8 DONATIONS	9-BOOK SALES	10-COPIER & FAX	11 OTHER	12- FR RAFFLE	DAILY TOTALS
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082		A2770	
1									\$11.00	\$2.25			\$ 13.25
2									\$9.00	\$2.00			\$ 11.00
3									\$1.00	\$8.50			\$ 9.50
4													\$ -
5									\$2.00	\$0.50			\$ 2.50
6													\$ -
7									\$1.25	\$4.25			\$ 5.50
8									\$4.50	\$6.00			\$ 10.50
9										\$8.50			\$ 8.50
10									\$12.00	\$28.50			\$ 40.50
11										\$12.25			\$ 12.25
12									\$2.25	\$6.00			\$ 8.25
13													\$ -
14								\$0.11	\$3.25	\$7.75			\$ 11.11
15			\$6.00						\$2.25	\$5.50			\$ 13.75
16									\$7.50	\$3.00			\$ 10.50
17	\$3.00									\$8.00			\$ 11.00
18									\$2.00	\$2.50			\$ 4.50
19									\$1.00				\$ 1.00
20													\$ -
21										\$20.75			\$ 20.75
22									\$0.25	\$3.50			\$ 3.75
23									\$1.75				\$ 1.75
24									\$2.00	\$6.00			\$ 8.00
25										\$1.30			\$ 1.30
26									\$2.50	\$2.25			\$ 4.75
27													\$ -
28										\$16.00			\$ 16.00
29									\$0.50	\$11.50			\$ 12.00
30										\$6.50			\$ 6.50
31										\$6.50			\$ 6.50
Zeffy	\$16.00									\$25.00			\$ 41.00
TOTAL	\$19.00	\$0.00	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.11	\$66.00	\$204.80	\$0.00	\$0.00	\$295.91
	1	2	3	4	5	6	7	8	9	10	11	12	TOTALS

Stevens Memorial Community Library**Voucher Abstract for August 2025 meeting**

Invoices have been reviewed by Library Director & Treasurer and are available for examination at the Library. (Inv from 7/12 - 8/12)

Smithsonian	\$ 39.99
Brodart Co.	\$139.41
Brodart Co.	\$319.75
Playaway Products	\$221.97
Amazon	\$27.99
Books, etc.	\$ 749.11
National Grid	\$502.34
National Fuel	\$24.81
Toshiba	\$212.19
Amazon	\$254.25
LEAF	174.73
Utica National Insurance	\$604.00
ABC Custom Window and Mirror	\$50.00
Elan Financial Services (credit card)	\$71.51
Kiera VanDerBeck	\$171.76
Megan Schmieder	\$13.85
Payroll	\$20,983.62
FICA	\$1,605.24
Heartland	\$404.47
Operating expenses	\$25,072.77
TOTAL TO BE PAID	\$ 25,821.88

Date of Board Meeting: August 18, 2025



Periodical	6959
Books and DVDs	6963
Books	
Electronic books	
Books	
Billing period 6/11/25 - 7/14/25	6955
Billing period 6/23/25 - 7/25/25	6965
Copier	6956
Bldg maint \$132.85, Prog Sup \$43.46, Lib Sup \$77.94	
Telephone	6964
Commerical, workers comp, auto and umbrella	6958
Replacement glass	6961
Program supplies and late fee	6962
Replacement of lost paycheck 3/13/25 #20490	6957
Replacement of lost paycheck 4/11/24 #20490	6966
7/3/25 \$7,067.14; 7/17/25 \$6,824.05; 7/31/25 \$7,092.43	
7/3/25 \$540.66; 7/17/25 \$522.04; 7/31/25 \$542.54	
7/3/25 \$137.61; 7/17/25 \$129.25; 7/31/25 \$137.61	