

Stevens Memorial Community Library
Minutes of the FINANCE Committee Meeting
July 21, 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, Stewart Hempel

Staff: Treasurer Lisa Neary, Director Palmer Perkins, Maintenance Lucas Beck.

Public: no one was present.

No Motions. Items on the agenda discussed.

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

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.

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Jennifer M. Wilkinson, Secretary
