

Library Board of Trustees
Personnel Committee Meeting Agenda
Monday, September 15, 2025
5:00 pm at the Stevens Memorial Community Library

- 1) Policies - General (Palmer ideas to update)
- 2) Emergency Closing FT Employee to be added to policy
- 3) Update on new hours
- 4) General Update

Refer to Full Board for any Motion(s)

Next Meetings:

Next Board Meeting Regular Meeting September 15th at 6 PM

Next Finance: TBD

Next Personnel: TBD

Library Board of Trustees
Regular Board Meeting Agenda
Monday, September 15, 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 NEW 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 August

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. New Hours of Operation - update
4. Carnival Results

X. New Business

- a. Policies: 14 Minimum Standards for public libraries. <https://owwl.org/system/policies/minimum-standards-compliance-policy/>

- i. Discussion:

- ii. Full Compliance:

- iii. **MOTION:**

Sample Motion:

[TRUSTEE NAME] moves that the [Library Name] Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs [INSERT NAME] to email the Executive Director of the OWWL Library System a

link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. [TRUSTEE NAME] seconds, and the motion passes unanimously.

1. Written bylaws of the Board of Trustees; reviewed and re-approved at least every five years.
2. A community-based, board-approved, written long-range plan of service developed by the Board and staff.
3. A board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives.
4. Written policies for the operation of the library, reviewed at least every five years.
5. An annual, board-approved budget designed to address community needs as defined in the long-range plan.
6. Periodically evaluate the effectiveness of the library's programs, services and collections.
7. Maintain hours of service according to a schedule based on population served.
8. Maintain a facility which meets community needs, as outlined in the library's long-range plan; including adequate space, lighting, shelving, power and data infrastructure, and a public restroom.
9. Provide programming to address community needs.
10. Provide a circulation system that facilitates access to the local library collection and other library catalogs as well as providing equipment, technology, and internet connectivity to address community needs and facilitate access to information.
11. Provide access to current library information in print and online to facilitate the community's understanding of library services, operations and governance. Information provided online shall include items 1-5.
12. Employ a paid director with qualifications based on population served. The minimum education qualifications for library director as established in Commissioner's Regulation §90.8.
13. Provide library staff with annual technology training appropriate to their position, in order to address community needs.
14. Establish and maintain partnerships with educational, cultural or community organizations which will enable the library to address the community's needs, as outlined in the library's long-range plan of service.

- a. Update to emergency closing policy for FT employees

i. MOTION:

- b. JMW request to have someone take notes at 10/20/25 Board meeting due to schedule conflict

XII. Adjourn

MOTION:

Next Board Meeting October 20, 2025 @ 6:00 at the library

Next Finance: TBD @ at the library

Next Personnel: TBD 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
August 18, 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 6:03 PM. Also present were:

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

Staff: Director Palmer Perkins.

We did pledge to the flag.

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

Public Comments were none.

SPECIAL AGENDA ITEM: Open RFP proposals. Proposals did not have the same wage rate – all proposals rejected and new/revised RFP to be issued that includes prevailing wage.

2 Motion: Kim Harding moved to approve the minutes. Lori Kubik 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 hours of operation based upon the recommendation of the Director. Sandy Eck seconded, and the motion passed unanimously.

5 Motion: Sandy Eck moved to authorize Kim Harding or library staff to generate plan documents for insurance HRA. Jennifer Wilkinson seconded, and the motion passed unanimously.

6 Motion:

Jennifer Wilkinson moved to adjourn the meeting at 7:36 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

Finance Meeting TBD at the Library.

Regular Board Meeting Monday September 15, 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 September Board Meeting

- August Attendance - 1050
- Summer Send-off Party recap
- Programs and attendance numbers
 - New hours and programming
 - Spirit week this week and Halloween programming
- Library Construction Grant updates
- Maintenance - new AC unit, sump pump, vacuum, fill station
- ACSD Librarians and outreach
 - Open house
- NYLA conference registered

Treasurer Report(s)

Stevens Memorial Community Library

Voucher Abstract for September 2025 meeting

Invoices have been reviewed by Library Director & Treasurer and are available for examination at the Library. (Inv from 8/13 - 9/9)



The Buffalo Evening News	\$229.00	Subscription	
Brodart Co.	\$156.85	Books	
	\$385.85		
Toshiba	\$220.61	Printer/copier lease	
Utica National Insurance Group	\$604.00	Liability, Auto, Commercial Umbrella and Workers Comp	6970
Sallome Heating	\$7,590.00	Air Conditioning unit replacement approved prior month	6971
National Grid	\$722.92	Electric	6972
LEAF	\$174.73	Telephone	6973
Attica Ace Hardware	\$133.18	Library Programs \$13.18, Custodial Supplies \$120.00	6974
National Fuel	\$18.63	Gas	6975
Elan Financial Services	\$929.18	Bottle Filler \$558.99, Quickbooks \$189.00, Prog Supp \$181.19	6976
Elan Financial Services	\$106.53	Summer Carnival (out of memorial)	6977 *
Village of Attica	\$62.00	Water/Sewer 6/1/25 - 8/31/25	154
NYLA	\$400.00	New York Library Association Conference	
Amazon	\$103.57	Library programs (out of memorial)	
Amazon	\$815.61	Custodial supp. \$442.50, Bldg Repairs \$332.15, Lib supp. \$40.96	
Attica Lions Club	\$40.00	Flag Program	
OWWL	\$364.95	Telecommunications \$284.95 and Library Cards \$80.00	
Palmer Perkins	\$189.14	mileage reimbursement for 2 directors meetings & Pike Fair	
Genesee County Parks, Recreation & Forestry	\$80.00	Library programs (out of memorial)	
Health Insurance Stipend	\$480.85	8/28/25 \$480.85 (effective 7/1-this is 5 pay periods-will be \$96.15/pp)	
Payroll	\$13,628.97	8/14/25 \$6,840.92; 8/28/25 \$6,788.05	
FICA	\$1,042.66	8/14/25 \$523.36; 8/28/25 \$519.30	
Heartland/Asure	\$337.33	8/14/25 \$133.43; 8/28/25 \$203.90 (higher due to \$100 install.fee)	
	\$28,044.86		
	\$ 28,430.71		

***\$77.40 was reimbursed by Friends of the Library**

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

	Bank Balance
Operating Account	53,412.01
Memorial Account	166,186.42
Renovation Account	15,649.11
Fundraising Account	6,401.86
<u>Certificates of Deposit</u>	<u>Original amount</u>
Operating - matures 7/14/2026	42,408.63
Renovation - matures 2/17/2026	92,859.69
Fundraising - matures 2/17/2026	81,444.20
Cash Total at 8/31/2025	<u><u>462,684.30</u></u>

Aug.	1	2	3-LOST &	4-MEM&	5-BAGS	6-FRIENDS	7	8	9-BOOK	10-COPIER	11	12-FR	DAILY
2025	FINES	OOSP	DAMAGED	GIFTS	& GIFTS	MEMB.	VIDEOS	DONATIONS	SALES	& FAX	OTHER*	RAFFLE	TOTALS
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082		A2770	
1									2.00	1.50			3.50
2			11.00						2.00	18.50			31.50
3									1.00	17.25			18.25
4													-
5									2.00	10.50			12.50
6									1.00	2.00			3.00
7										4.50			4.50
8								50.00		8.25			58.25
9										2.25	201.77		204.02
10													-
11										7.00			7.00
12									0.50	7.00	709.35		716.85
13									1.50	3.75			5.25
14									4.50	1.00			5.50
15									1.50	1.25			2.75
16										16.25			16.25
17													-
18									7.00	3.50			10.50
19									2.00	15.00			17.00
20									1.00	8.00			9.00
21										10.75			10.75
22										1.00			1.00
23									0.75	10.00			10.75
24													-
25									5.75	7.00			12.75
26										25.50			25.50
27									5.00				5.00
28										38.00			38.00
29									4.00	5.25			9.25
30									13.00				13.00
31													-
Zeffy & other										39.50			39.50
TOTAL	\$0.00	\$0.00	\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$54.50	\$264.50	\$911.12	\$0.00	\$1,291.12
	1	2	3	4	5	6	7	8	9	10	11	12	TOTALS
													\$ 1,291.12

* Reimbursement received from Kierra VanDerBeck \$171.76 and Utica National Insurance Dividend \$30.01
 * 8/12 additional Utica National Insurance Dividend \$709.35

Budget Description	Official Name	Account Number	Budget Amount	Budget Amendments	Amended Budget	August Actual	YTD	Remaining Budget
Services	Computer/Technical Services (OWWL)	A7410 450	8,420.00		8,420.00	-	1,965.00	6,455.00
	Financial (CPA and software)	A7410 451	3,200.00		3,200.00	337.33	741.80	2,458.20
	Printer lease	A7410 452	2,500.00		2,500.00	220.61	432.80	2,067.20
	Liability Insurance	A7410 453	5,000.00		5,000.00	448.00	896.00	4,104.00
	Auto Insurance	A7410 454	-		-	17.00	34.00	(34.00)
	Workers Comp Insurance	A7410 455	-		-	76.00	152.00	(152.00)
	Commercial Umbrella	A7410 456	-		-	63.00	126.00	(126.00)
Building Maintenance	Disability Insurance	A7410 457	-		-	-	225.16	(225.16)
	Building maintenance & repairs	A7410 480	4,500.00		4,500.00	132.85	256.41	4,243.59
	Grounds maintenance	A7410 481	-		-	-	-	-
	Water & Sewer	A7410 482	9,600.00		9,600.00	-	-	9,600.00
	Electric	A7410 483	-		-	722.92	1,225.26	(1,225.26)
	Gas	A7410 484	-		-	24.81	34.82	(34.82)
	Telephone	A7410 485	-		-	349.46	524.19	(524.19)
Employee Benefits	Social Security	A7410 800	13,642.00		13,642.00	1,042.66	2,647.90	10,994.10
	Health Insurance	A7410 801	2,500.00		2,500.00	480.85	480.85	2,019.15
	Retirement	A7410 802	6,000.00		6,000.00	-	-	6,000.00
			262,718.00	8,000.00	270,718.00	25,891.45	55,959.24	214,758.76
Net Gain/(Loss)			-	-	-	(21,517.84)	(46,965.68)	46,965.68