

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
September 24, 2025, 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, Sandy Eck, Barb Helak, and Lori Kubik. (Absent Stewart Hempel, Kim Harding, Lisa Neary (treasurer)).

Staff: Director Palmer Perkins and Maintenance Lucas Beck.

We did pledge to the flag.

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

Public Comments were none.

SPECIAL AGENDA ITEM: Open RFP proposals. Proposals outlined below.

<u>Number</u>	<u>Name of company</u>	<u>Work proposed to be done</u>	<u>Cost</u>
1	Robinson (5 year plan)	Stripe, Prev. wage, only partial grind	\$14,011
2	Hulme (5 year plan)	Stripe, Prev. wage, only partial grind	\$16,000
3	Robinson (15 year plan)	1.5", Stripe, Prev. wage, full grind	\$25,565
4	Hulme (15 year plan)	2", Stripe, Prev. wage, full grind	\$43,600

2 Motion: Barb Helak made the motion to move forward with the RFP from Robinson with the “15-year” plan and send Robinson a contract for execution. Katie Kennedy seconded, and the motion passed unanimously.

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

4 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports. Lori Kubik seconded, and the motion passed unanimously.

5 Motion: Jennifer Wilkinson moves that the SMCL 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 Director Palmer Perkins 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. Katie Kennedy seconds, and the motion passes unanimously.

6 Motion: Jennifer Wilkinson moved to replace the word “part-time” with “non-exempt” in the emergency closing policy per the Director’s request. Sandy Eck seconded, and the motion passed unanimously. (Revision attached).

7 Motion: Jennifer Wilkinson moved to adjourn the meeting at 7:02 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:

Finance Meeting October 20, 2025 at 5:00 PM at the Library.

Regular Board Meeting Monday October 20, 2025 at 6:00 at the Library.

Personnel Monday, November 17, 2025 at 5:00 PM at in the Library.

Respectfully submitted,

Jennifer M. Wilkinson, Secretary

EMERGENCY CLOSINGS

The responsibility for closing the library due to weather conditions or other emergencies is delegated to the director. If the director is unavailable, responsibility for closing the library and for following the procedures falls first to the President of the Board of Trustees, then to the Vice President, then to the Treasurer, and then to any available trustee.

The Director shall make the decision whether to close, regardless of the status of the Attica Central School District.

If an employee is unable to make it to work, whatever the cause, the employee must notify the director by 8:00 a.m. The director will attempt to find staff to cover the absence, if the director determines that there is insufficient staff to run the library or that travel would be too hazardous the decision to close the library will be made by 8:15 a.m. Once the decision is made, the closing procedure outlined below should be followed.

Once the library is open, if the director decides that it is necessary to close the library due to weather conditions or other emergencies, the closing procedure should be followed.

Closing Procedure

The Board President should be notified of the decision to close the library. The director will then notify all staff that they are not required to report that day. The closing will be reported to local news organizations, and posted to the library website and social media.

If Exempt staff were scheduled to work at the time of an emergency closing, they will be paid for the hours scheduled to work.

If **Non-Exempt** staff scheduled to work at the time of an emergency closing, they can use their PTO or go unpaid.

Revised and Adopted by the Board of Trustees September 15, 2025.
