

Library Board of Trustees
Personnel Committee Meeting Agenda
Monday, October 20, 2025
5:00 pm at the Stevens Memorial Community Library

Finance:

1. Parking Lot Project/Grant Update
2. EAP (Employee Assistance Program) Annual Renewal - Discuss
3. Check-in/ general update

Buildings and Grounds

1. Squirrel Update/Next Steps
2. Winterizing (AC units, etc.)

Refer to Full Board for any Motion(s)

Next Meetings:

Next Board Meeting Regular Meeting October 20th at 6 PM

Next Finance: TBD

Next Personnel: November 17, 2025 @ 5:00 PM

Library Board of Trustees
Regular Board Meeting Agenda
Monday, October 20, 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:

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. Parking Lot Project Update (Prep Work: Friday October 24th, Paving: Monday October 27th)

X. New Business

1. Squirrel Update/Next Steps
2. Snow Plowing (Review and Approve Estimate)
3. EAP (Employee Assistance Program) Annual Renewal

XII. Adjourn

MOTION:

Next Board Meeting November 17, 2025 @ 6:00 at the library

Next Finance: TBD @ at the library

Next Personnel: November 17, 2025 @ 5:00 PM

Minutes from last
month

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.

Director's Report

Director's Report October Board Meeting

- September Attendance - 1040
- Recaps - Middle school open house, banned books week, hallway of treats, twilight party
- Programming and numbers from last month
 - Moving movies away
- Cameras in the building
- Upcoming events - boo bash/police 10/23, parking lot 10/27, halloween 10/31
- NYLA conference 11/5-11/8
- Employee PTO question
- B&T, Buffalo news updates
- Policies, bathroom floor

Treasurer Report(s)

Treasurer's Report 10/20/2025

1. New Software
2. Claims auditing
3. Abstract
4. Previous Treasurer's Payment
5. NYSLRS update
6. Payroll company change
7. Office of the State Comptroller – Annual Financial Report
8. PFL
9. Fundraising account
10. On-going Issues –
 - a. Baker and Taylor's credit balance has been worked down to \$1,215.81.

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

	Bank Balance				
Operating Account	23,570.19				
Memorial Account	165,901.59				
Renovation Account	15,649.36				
Fundraising Account	6,401.96				
<u>Certificates of Deposit</u>		Original amount	Interest earned	Matured amount	
Operating - matures 7/14/2026		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 8/31/2025		432,558.00			

Stevens Memorial Community Library

Voucher Abstract for October 2025 meeting

Invoices have been reviewed by Library Director & Treasurer and are available for examination at the Library. (Inv from 9/12 - 10/14)



Books, etc			
Broad Reach	Books	\$39.98	
Broadart Co.	DVDs \$43.72; Books \$408.93	\$452.65	
Grey House Publishing	Books	\$163.50	
Lakeview Books	Books	\$91.96	
Know Buddy Resources	Books	\$136.72	
Willow Lane Education	Books	\$102.96	
Center Point Large Print	Books	\$174.99	
Smart Apple Media	Books	\$39.98	
		\$1,202.74	
Toshiba	Printer/copier lease	\$220.61	6987
Utica National Insurance Group	Liability, Auto, Commercial Umbrella and Workers Comp	\$604.00	6988
National Grid	Electric	\$490.23	6991
The Hartford	Short Term Disability	\$246.02	6992
LEAF	Telephone	\$174.73	6993
Attica Ace Hardware	Library Programs \$13.18, Custodial Supplies \$120.00	\$90.98	6994
National Fuel	Gas	\$51.00	6995
Glosser's	Pumpkins	\$30.00	6996
Elan Financial Services	Library program supplies \$312.30, Check stock \$451.35	\$763.65	6997
OWWL	2025 Evergreen Annual cost shares	\$7,380.00	
Amazon	Office supplies \$42.58; Books \$27.40; Custodial Supplies \$130.43; Library program supplies \$207.96; and Bldg repairs \$24.59	\$432.96	
Frank White	Reimbursement Books \$262.24, Quicken Software renewal \$77.64	\$339.88	
Toshiba	Printer/copier lease 10/1/25 - 11/1/25	\$220.61	
Utica National Insurance Group	Liability, Auto, Commercial Umbrella and Workers Comp due 11/1	\$604.00	
Modern Marketing	Memorial Acct - Library Program Supplies (summer reading 2026)	\$697.53	
OWWL Library	EAP Services (employee benefit)	\$107.44	
Jane Shreder-Robinson	Library Program Supplies - Witch hat decorations	\$23.81	
Health Insurance Stipend		\$192.30	
Payroll	9/1/25 \$7,061.30; 9/25/25 \$6,980.55	\$14,041.85	
FICA	9/1/25 \$540.20; 9/25/25 \$534.02	\$1,074.22	
Heartland/Asure	9/1/25 \$103.90; 9/25/25 \$106.90	\$210.80	
		\$27,996.62	

Sept.	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		TOTALS
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082		A2770	
1													\$ -
2									\$1.25	\$31.75			\$ 33.00
3									\$2.00	\$11.25			\$ 13.25
4									\$2.25	\$14.75			\$ 17.00
5									\$6.00	\$38.25			\$ 44.25
6									\$6.00	\$3.00			\$ 9.00
7													\$ -
8									\$1.00	\$12.50			\$ 13.50
9										\$4.00			\$ 4.00
10								\$160.00	\$3.00	\$3.25			\$ 166.25 \$ 300.25
11									\$0.50	\$4.00			\$ 4.50
12										\$2.50			\$ 2.50
13									\$2.75				\$ 2.75
14													\$ -
15									\$0.75	\$19.80			\$ 20.55
16									\$1.50	\$24.50			\$ 26.00
17										\$13.25			\$ 13.25
18									\$6.50	\$17.50			\$ 24.00
19									\$5.25	\$6.00	\$15.60		\$ 26.85 \$ 120.40
20										\$2.00			\$ 2.00
21													\$ -
22										\$28.50			\$ 28.50
23										\$19.25			\$ 19.25
24										\$29.25			\$ 29.25 \$ 79.00
25									\$2.00	\$10.00			\$ 12.00
26										\$8.50			\$ 8.50
27									\$4.50	\$1.75			\$ 6.25
28													\$ -
29				\$50.00				\$5.00	\$1.25	\$10.00			\$ 66.25
30				\$220.00					\$4.00	\$5.50			\$ 229.50 \$ 322.50
Zeffy & Other									\$5.00	\$3.00		\$77.40	\$ 85.40 \$ 85.40
TOTAL	\$0.00	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00	\$165.00	\$55.50	\$324.05	\$15.60	\$77.40	\$907.55
	1	2	3	4	5	6	7	8	9	10	11	12	TOTALS
													\$ 907.55

\$15.60 Caledonia fine paid