Annual 2019 SMCL Board Meeting

Minutes

Stevens Memorial Community Library Annual Meeting April 8, 2019

Call to order: Jeff Clark 7:05 pm

Present: Jeff Clark, Bonnie Stockholm, Jennifer Wilkinson, Art Klein, Brian Edwards, Jacqueline Prial

Approval of attached minutes from 2018 annual meeting: Bonnie Stockholm noted that on the attached minutes where it says: "…in the 2019-2020." It should read 2018-2019. So noted and corrected. Motion to approve as corrected: Bonnie Stockholm, second Brian Edwards, all were in favor

Board noted there were no write-in candidates submitted for the April 23, 2019 election. Also noted that Janis Hempel will be running to succeed herself.

Budget for the 2019-2020 fiscal year was presented. Discussion followed that the budget again shows no increase for the 2019-2020 year, and none have been asked for since 2015. It was also noted said budget was very tight but 'do able'. It was also noted that community support, fund raising, donations and the support of the Friends group is essential. Motion made to accept proposed budget: Art Klein, second Bonnie Stockholm, all in favor by vote yes.

Jeff Clark asked if there was any other old business: None

Jeff Clark asked if there was any new business: None

Motion made to adjourn at 7:18 pm by Bonnie Stockholm, second Brian Edwards, all were in favor

Respectfully submitted; Jeff Clark acting secretary

Regular April 2019 SMCL Board Meeting

Minutes

Steven Memorial Community Library Board of Trustees Meeting April 8, 2019

Present: Jeff Clark, Brian Edwards, Jennifer Wilkinson, Bonnie Stockholm, Art Klein, Jacqueline Prial

Pledge Allegiance to the United States

Next: Introduced Jennifer Wilkinson as our new trustee to fill Bev. West's position, due to Bev's retirement from the Board. Also, gave Jennifer the Oath of Office paper to make and have notarized as we did not have a notary as planned, present tonight.

Review of Agenda for meeting: Vote to approve motion: Brian Edwards, Bonnie Stockholm 2nd, all in favor

Review of minutes from previous meeting March 11, 2019: Motion to approve: Brian Edwards, Art Klein 2nd, all in favor

Review of abstract of expenditures: Motion to approve: Bonnie Stockholm, Brian Edwards 2nd, all in favor

Jeff discussed progress with candidate for Director Interviews and said he would like others to be present on Monday April 15, 2019 for 2nd interview of Amanda Richter. Bonnie and Art will do that.

Jeff updated all about generator and security system install. All in and working

Jeff said all is ready for April 22, 2019 vote for trustee. Janis Hempel to succeed herself. Absentee ballots will go out tomorrow.

Directors report given by Jacqueline Prial: Discussed and no changes offered.

Discussed proposed budget for 2019-2020 fiscal year. Discussed that it is a very tight budget, but Jeff commented it was possible with help from community, donations, fund raising, and Friends group. Discussed this would probably be last year of no increase. Brian Edwards made motion to approve budget as submitted, Art Klein 2nd, All voted in favor

Jeff said he would write letter to Brice Thompson to inform Attica Central School of approved budget. He also discussed possibly going to Village of Alexander Board meeting and Town of Darien meeting to ask for funds from them again.

Brian Edwards discussed progress of review of by-laws and employee practices/rules. Brian said progress was being made and we would have it to review at least in part, by next meeting. Jeff said he would send Brian PLS HR hand book/rules for his review and incorporation as decided into SMCL.

Discussed and presented pictures for new storage shed:

- Generally the styles were acceptable
- Noted to be sure it is big enough. Jeff said he would measure total sq. ft. of present sheds and reflect that size in new shed.
- Jeff also questioned placement. Should it be at south end? Or should it be on west side approx.. at middle? Discussed if Historical Society would have an issue. Jeff said he would approach them.

No further business was discussed

Meeting adjourned at 7:05 Motion made to adjourn Bonnie Stockholm, 2nd Art Klein all in favor.

Respectfully submitted April 13, 2019 Jeff Clark

Stevens Memorial Community Library
Board of Trustees Meeting
Monday, June 10, 2019

The June meeting of the Board of Trustees was called to order by President Jeff Clark at 6:03. Also present were Art Klein, Karen Rosolowski, Bonnie Stockholm, Jennifer Wilkinson, Brian Edwards, Mike Morse, and Janis Hempel.

We pledged allegiance to the flag.

Mike made a motion to approve the agenda, which was seconded by Brian and passed.

Jennifer made a motion to accept the minutes, which was seconded by Bonnie and passed.

Brian made a motion to accept the abstract, which was seconded by Mike and passed.

Under Old Business, Janis gave the oath of office, which was notarized by Jennifer.

Jeff had asked for nominations for officers. The following officers were voted on and will serve again for the upcoming year: President, Jeff Clark; Vice-President, Brian Edwards; Secretary, Janis Hempel.

Jeff asked for Board approval to authorize payment of certain invoices without Board approval if payment need to be made quickly. Mike made a motion to approve, seconded by Bonnie and passed.

Director's Report, attached.

Under New Business, Art made a motion to place a Penny Saver ad for a part-time employee, which was seconded by Brian by Brian and approved.
Brian handed out our Policy Manual which he has typed up. Brian will chair a committee consisting of Karen, Jennifer, and Mike, to revise and update the manual. It is recommended that we go to a PTO type system for vacation, personal, and sick days.
Jeff reviewed quotes for the storage shed. Brian made a motion, seconded by Mike, and carried, to go with WoodTex.
Karen was approved for check-signing privileges at Five Star Bank for all accounts ass needed.
Jeff noted that we have a CD of $39,000 at .1% which has come due. Since we are publicly funded, we are very strictly limited by New York State laws in our investments.

Bonnie made a motion to adjourn at 7:00, seconded by Mike, and passed.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Board of Trustees Meeting
Monday, July 8, 2019

The July meeting of the Board of Trustees was called to order on the porch of the newly renovated library by President Jeff Clark. Also present were Karen Rosolowski, Jennifer Wilkinson, Bonnie Stockholm, Brian Edwards, Art Klein, Mike Morse, and Janis Hempel.

We pledged allegiance to the flag.

We reviewed the agenda; Mike made a motion to approve it, seconded by Bonnie, and passed.

We reviewed the minutes of the June meeting. Jennifer made a motion to approve them, which was seconded by Brian, and passed.

We reviewed expenditures. Jeff noted that the $4,151 WoodTex and the $1,100 Francis George expenditures are coveed by grants, and do not come out of our budget. Mike made a motion to approve the Abstract, which was seconded by Art and passed. Brad Veley will make the concrete pad for the shed. Mike noted that he has heard positive comments about George Calender's work.

We reviewed the updated staff hours and wages since our last meeting. Art made a motion to approve them, seconded by Brian, and passed.

Under Old Business, Brian brought us up to date on the progress that has been made on the revision of the employee procedure handbook. The committee met last week and got through about a third of the handbook. Brian expects that it will be ready by the August board meeting.
Jeff reported that Francis George has gone over the needed repairs for the cupola. Francis has estimated the cost of repairing and painting. We have submitted for a grant of $4,000 which has been approved by PLS. The project will be put up for bids.
We discussed a change in the location of the storage shed. Instead of putting it on the edge of the parking lot, the building, white with green trim and shutters, will be positioned closer to the library where there are no parking places. We agreed that there are several advantages to this placement.

Director's Report, attached.

Under New Business, we discussed the audit: how often it should be done, and the qualifications necessary for the auditor. Jeff will learn more at a seminar which he will be attending.
We discussed recent CD's purchased, and our general finances. Jeff noted that even after the renovation, we are in the same financial position that we started with. Bonnie noted that although we are a school district library, our extensive renovations have cost the taxpayers nothing.
Micheal St. Pierre described the landscaping he has done in the front of the building for his Eagle Scout project.

Mike made a motion to adjourn at 7:05, seconded by Bonnie and passed.

Our next meeting will be held on Monday, August 12, at 6:00.

Respectfully submitted, Janis Hempel, secretary

Stevens Memorial Community Library
Board of Trustees Meeting
Monday, August 12, 2019

The August meeting was held at the home of our director Karen and her husband Eric. We are grateful for the gracious invitation to both the board and staff, and the excellent picnic dinner on their lawn overlooking the pond.

President Jeff Clark called the meeting to order at 6:45. Also present were Karen Rosolowski, Bonnie Stockholm, Jennifer Wilkinson, Art Klein, Mike Morse and Janis Hempel.

We pledged allegiance to the flag.

After reviewing the agenda, Mike made a motion to approve it, which was seconded by Bonnie and passed.

Jennifer made a motion to accept the July 8 minutes which was seconded by Art and passed.

We reviewed the expenditures since the last meeting. Mike made a motion to accept the abstract, seconded by Bonnie and passed. Karen noted that she had changed the subscription service to one which is less expensive. She has also subscribed to a professional journal which she feels is very worthwhile, and is available both online and in hard copy.

Under Old Business, updating of the policies and procedures handbook is continuing. Jeff updated us on the PLS funding increase for use in repairing the cupola, and on the progress made on the storage shed and lighting. We also discussed again the building code capacity issue. We agreed to manage the capacity at 48. The only possibility of exceeding 48 would be during Winterfest. Jennifer suggested having the students sing on the new porch, with the parents gathered below. This would eliminate the possibility of exceeding 48. Jeff made a motion that we manage the capacity at 48, seconded by Art and passed. We discussed the financial audits and requirements. Karen is in touch with auditing firms which have dealt with school district libraries.

Director's Report, attached.

Under New Business, Karen has suggested trying a slight modification of library hours beginning with the new school year. Monday and Wednesday hours would remain at 12 – 8; Tuesday and Thursday would change to 10 – 7; Friday 12 – 4; Saturday 10 – 1:00. Jennifer made a motion to try the new hours, which was seconded by Mike and passed. In other new business, lighting changes have been made: National Grid will put in energy-saving LED lights, and two more rows to better illuminate the stacks.

Mike made a motion to adjourn, first mentioning an appreciation for our new director, and for Jeff's extra hours spent on behalf of the library. Bonnie seconded the motion to adjourn, and it passed at 7:45.

Our next meeting will be held on Monday, September 9, at 6:30.

Respectfully submitted,
Janis Hempel
Secretary

Stevens Memorial Community Library Board of Trustees Meeting
September 9, 2019

Meeting called to order at 6:08pm by Board President Jeff Clark

Present: Jeff Clark, Art Klein, Bonnie Stockholm, Mike Morse, Jennifer Wilkinson, Karen Rosolowski

We gave the pledge of allegiance to our flag.

Agenda was reviewed and a motion to accept was presented by Bonnie Stockholm and seconded by Mike Morse. All were in favor.

The minutes from the August 12, 2019 were reviewed and a motion to accept was presented by Mike Morse and second by Art Klein all were in favor.

The expenditures since our review at the August 12th meeting was discussed. Motion to approve said expenditures was made by Art Klein and second by Bonnie Stockholm . All were in favor.

We did not review status of the policy and procedure handbook. Jeff stated that he would contact Brian Edwards after the meeting and get an update.

Jeff updated us on the progress of the new storage building which was started today. All is going very well.

Jeff and Karen updated us on the installation of the new LED lights by Lime energy, a major project. All went excellent and all felt it to be a good, cost effective project which will save energy costs into the future.

Karen spoke about the 990 audit and our work with the new audit firm. She has been in contact with a firm recommended by Bill Toal (Heveron) and a firm that PLS uses (Raymond Wager). After discussion it was decided to contact and bring Raymond Wager to do our financial reviews. The plan would be to do a review audit this year and then a full audit

beginning next year. This would allow us to transition into a good program. Also, Bill Toal will do our 990 this year and in fact he has started it already. Motion was made to proceed with Raymond Wager by Mike Morse this was seconded by Art Klein. All were in favor.

Karen presented the Directors report. See attached.

We spoke about the budget process and Karen reviewed her progress with regards to record keeping updates and improvements. Improvements in the spread sheets have been made and added emphasis to reconcile expenses each month.

Karen presented a proposal to have Don McCoulloch do our snow plowing and sidewalk shoveling again this season for $1,000. Motion was made to accept this proposal by Mike Morse and second by Jennifer Wilkinson, all were in favor

There being no further business, Jeff Clark called for adjournment at 6:55 pm Motion made by Art Klein to adjourn, second by Bonnie Stockholm . All in favor.

Stevens Memorial Community Library
Minutes of the Board of Trustees
October 21, 2019

The October meeting of the Board of Trustees was called to order at 6:00 pm by President Jeff Clark. Present, in addition, were Bonnie Stockholm, Art Klein, Jennifer Wilkinson, Karen Rosolowski, and Janis Hempel.

We pledged allegiance to the flag.

The agenda was approved after a motion from Jennifer, seconded by Bonnie.

Bonnie made a motion to approve the September minutes, seconded by Art, and passed.

Art made a motion to approve the abstract, which was seconded by Bonnie, and passed. Jeff commented that we seem to be doing quite well on expenditures.

Under Old Business, Jeff said that he would call again about getting the new shed inspected. Jennifer made a motion to approve the revised alarm proposal. This was seconded by Art and passed. In Brian's absence Karen and Jennifer agreed to work on remaining details updating the Policies an Procedures Manual.

Under New Business we learned that Brian Edwards has accepted more responsibilities with his job, and feels that he no longer can devote enough time to the library board. We were all sorry to learn that; Bonnie made a motion to accept his resignation, “reluctantly,” and Art seconded it also “reluctantly.” The motion was passed, We feel that Brian has been a real asset to our board.
Also under New Business we noted that our president Jeff Clark received the PLS outstanding Service Award at the Annual PLS breakfast meeting in Geneva last Wednesday. We are very proud of Jeff for this recognition and very grateful for all that he has done to deserve it, especially during our recent construction project and our transition to a new director.

The Director's Report (attached) was approved after a motion and second by Art and Bonnie. Karen was pleased with the quick installation of new LED lights and fixtures. She noted that Monica is doing an excellent job in her role as story hour leader.

There were no public comments.

Under Agenda items for the next meeting, Jeff asked for names for a board replacement for Brian Edwards.

The meeting was approved adjourned at 7:02 after a motion by Jennifer and second by Art.

Respectfully submitted,
Janis Hempel, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
November 18, 2019

The November meeting of the Board of Trustees was called to order by President Jeff Clark at 6:06 pm. Also present were Art Klein, Jennifer Wilkinson, Bonnie Stockholm, Karen Rosolowski, and Janis Hempel.

We pledged allegiance to the flag.

The agenda was approved after a motion from Jennifer, seconded by Art.

Art made a motion to approve the October minutes, seconded by Jennifer, and passed.

Art made a motion to approve the abstract, seconded by Bonnie, and passed.

Under Old Business, we discussed potential candidates to fill the vacancy created by Brian Edwards' resignation. A list was proposed. Art will call Lori Kubic, and Jennifer will call Sandy Eck. If neither of them is interested, we will call the next two on the list.
Bonnie agreed to fill the office of vice-president vacated by Brian Edwards. She will serve until July.
Staff member Terry Halsted has agreed to help Karen and Jennifer with the updating of the personnel manual. After Terry organizes it, Karen and Jennifer will proceed with the editing.

Karen went over the Director's Report. She reported that we have received our Attica School District funding. The new clerk, Kristy Mell, and new cleaner, Sarah Royce, are both doing extremely well. The Underground Railroad program was well attended and well received.

Under New Business we agreed to table the discussion of employees' new wage rates until the next meeting after a motion by Bonnie, seconded by Jennifer.
We discussed a staff Christmas party to be held at the library on December 19 at 5:00 pm. The staff will work out the details.
Winterfest on December 14 will feature the elementary school chorus on the front porch, and others inside. In addition, a book sale and raffle will be held inside.

The meeting was adjourned at 7:07 after a motion by Jennifer and second by Art.

The next meeting will be held on December 9 at 6:00 pm.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
December 9, 2019

The December meeting of the Board of Trustees was called to order by President Jeff Clark at 6:03. Also present were Mike Morse, Art Klein, Karen Rosowlowski, Jennifer Wilkinson, and Janis Hempel.

We pledged allegiance to the flag.

After reviewing the agenda, Mike made a motion to approve it, which was seconded by Art, and passed.

Jennifer made a motion to accept the minutes of the November 18th meeting, which was seconded by Art, and passed.

After reviewing the expenditures since the last meeting, Mike made a motion to approve them, which was seconded by Jennifer and passed.

Under Old Business, Jennifer reported on Sandy Eck's acceptance of our invitation to join the Board, and Art reported on Lori Kubic's acceptance. Art made a motion to accept these two candidates, which was seconded by Mike and passed. Sandy will fill Brian's remaining term and Lori will serve a full term of five years.

The Director's Report is attached. We discussed possible problems with the 2020 online census report for which libraries are supposed to provide support.
There is concern about ice in the parking lot. Jeff said that we will have to address the problem of standing water next summer.
Our holiday party will be held on Thursday, December 19, and the library will close early.

Under New Business, we discussed and voted on Christmas bonus proposals. We discussed wage increases to accommodate minimum mandated and annual increases. We agreed that the library is running very smoothly and we are well pleased with all of our employees. Mike made a motion to accept the proposed increases, which was seconded by Jennifer and passed.
The Board was very pleased with the recent Daily News article featuring favorable coverage of our new director.

We discussed the Library Christmas Party, and the Winterfest schedule for the 14th.

Under further discussion, Mike asked about Amazon's contributions. We have received no notification of any. Karen will check on it.

Jennifer made a motion to adjourn at 7:01, which was seconded by Mike, and passed.

The next meeting will be held on January 13, 2020, at 6:00 pm.

Respectfully submitted,
Janis Hempel, secretary