Stevens Memorial Community Library
Minutes of the Board of Trustees
January 13, 2020

The January meeting of the Board of Trustees was called to order by Vice-President Bonnie Stockholm at 6:05. Also present were Karen Rosolowski, Art Klein, Jennifer Wilkinson, Janis Hempel, Sandy Eck, and Lori Kubik. Excused: Jeffrey Clark and Mike Morse.

We pledged allegiance to the flag.

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

Art made a motion to approve the minutes of the December 9th minutes, which was seconded by Jennifer and passed.

After reviewing the expenditures, Jennifer made a motion to approve the expenditures, which was seconded by Art and passed.

The Director's report is attached. Karen noted that we have received $13,000 in NYS Bullet aid through PLS. We also had a local donation from Louise Shiltz who donated $500 to the library for general operating funds.

Under Old Business, Jennifer reported that the Policy and Personnel handbook is being worked on.

Under New Business, Karen said that the Amazon Smile donation policy is working for us, and will be noted on Facebook.

We approved the 2020 Holiday Schedule. Because July 4th occurs on a Saturday, the library will be closed on Friday the 3rd.

We welcomed our two new board members. Bonnie administered the oath of office to Lori Kubik and Sandy Eck. Jennifer notarized. Lori will serve the balance of Brian Edwards' term, and Sandy will serve a five-year term.

Jennifer made a motion to adjourn at 6:50, which was seconded by Art, and passed.

The next meeting will be held on February 10 at 6:00 pm.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
February 10, 2020

The February meeting of the Board of Trustees was called to order by President Jeff Clark at 6:15. Also Present were Jennifer Wilkinson, Lori Kubik, Sandy Eck, Karen Rosolowski, and Janis Hempel.

We pledged allegiance to the flag.

After reviewing the proposed agenda, Jennifer made a motion to accept it, which was seconded by Sandy and passed.

Jennifer made a motion to approve the minutes of the January 13th meeting. This was seconded by Sandy and passed.

We reviewed the expenditures since the last meeting. Jennifer made a motion to accept them, seconded by Lori and passed.

Under Old Business we discussed the possibility of attending Advocacy Day in Albany on February 25. Jeff discussed the 2019 construction grants and what they have provided and are still to provide, including a new kitchen and parking lot drain.

Under New Business we discussed requesting new grants for improvements, but not repairs.
Jeff suggested we work on goals for 2021, and urged us to send suggestions so that we can "start the ball rolling by the next meeting."

The Director's report is attached. Karen had several items to report on, including:
Receipt of $450.00 for English as a Second Language materials
Successful Sesame Street 50th Anniversary evening celebration
Local Girl Scout troop research
Application for Earth Day grant to fund organic composting project
Contact with Mengel, Metzger, and Barr as a first step toward a full audit
Proposal to set up committees for planning, goals, etc.
Search for a treasurer for part-time work.

Jennifer made the motion to adjourn, which was seconded by Lori and passed.

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

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
March 9, 2020

The March meeting of the Board of Trustees was called to order by President Jeff Clark at 6:08. Also present were Art Klein, Karen Rosolowski, Sandy Eck, and Janis Hempel. Excused: Jen Wilkinson. Absent: Lori Kubik

We pledged allegiance to the flag.

We reviewed the agenda, and Art made a motion to accept it; Sandy seconded it, and it passed.

Sandy made a motion to accept the minutes of the February 10th meeting, which was seconded by Art and passed.

After reviewing the past month's expenditures, Art made a motion to accept it, Sandy seconded it, and it passed.

Under Old Business, Jeff and Janis reported that Advocacy Day in Albany had been an interesting experience. We're not sure how effective the Day is, but agree that it's important to show support by attending.

We discussed applying for new grants. Jeff suggested that since we might have construction money left from our project, we use that for our parking lot repairs, which would allow us to start soon rather than wait for a grant application to be processed.

We reviewed the kitchen quotes. Jeff suggested that since the quotes were very close, we go with Nathan Eck, since he is a local contractor and made a good presentation. Janis made a motion to accept Nathan's bid, which was seconded by Art, and passed.

We agreed to wait for Jennifer to continue the search for a part-time treasurer.

We discussed the CD's coming due. Jeff has inquired about rates at the Canandaigua bank and local Five Star Bank. We agreed that we would renew the $100,000 renovation CD at a 12-month rate of 0.7 percent, and talk to Five Star about the other two when they come due in June. Art made a motion to accept that rate, which was seconded by Sandy and passed.

We discussed the goals proposed at our February meeting. We agreed to enact these goals and revisit them briefly at each meeting. Art mad a motion to pursue the goals, which was seconded by Sandy, and passed.

Under New Business, Karen reported that we had received a FOIL request regarding Galbo Contracting who worked on the southern end of our construction project. Jeff said that Kathy Dear of LaBella had run 90 pages of information in answer to the request, and we don't expect anything further to come of it.

We discussed action to be taken in the event of a local Corona Virus outbreak. Sandy made a motion to follow the school's action. This was seconded by Art, and passed. Jeff suggested that it would be possible to skip a Board meeting or two if necessary. The staff has already put up signs encouraging

hand washing, and is adding to current sanitation methods.
We set up a budget committee consisting of Art, Karen, and Jeff. They will meet on Friday, March 13, at 9 am.

The terms of trustees Mike Morse and Jeff Clark are up in April. Both have indicated an interest in remaining on the Board and will appear on the April ballot.

In other New Business, Karen read a thank-you note from the Attica High School FFA, and also one from the elementary school children. Karen had attended the Attica Celebrates Reading Week where she spoke to an assembly of 400 elementary school students, and read The Library Dragon to them.

We discussed a way of recognizing those who contributed to our construction fund-raising goal. Sandy will chair a committee to look into a way to recognize those who donated.

Janis made a motion to adjourn at 7:35, which was seconded by Sandy and passed.

The next meeting will be held on April 20, 2020, at 6:00 pm.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
May 12, 2020

The May meeting of the Board of Trustees was a virtual meeting due to the Corona Virus pandemic. It was held through gotomeeting or by phone, and called to order by President Jeff Clark at 6:07. Also present were Karen Rosolowski, Sandy Eck, Art Klein, Mike Morse, Bonnie Stockholm, Jennifer Wilkinson, Lori Kubik, and Janis Hempel. Staff member Monica Finnigan.

We pledged allegiance to the flag.

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

Art made a motion to approve the March minutes, which was seconded by Mike and passed.

We reviewed the combined expenditures for March and April. Karen said that the April report should come in under budget, perhaps by $10,000. Jeff pointed out that the kitchen renovation of $8,850 came from a construction grant and spoke about the $1380 deferred compensation. Bonnie made a motion to approve the expenditures which was seconded by Art, and passed.

We discussed the goals for 2020. The employees handbook is progressing, and we are continuing to look for a treasurer. We were told that the kitchen is finished and looks very good. Sandy reported that the art teacher, Sara Lewinski is interested in the project Sandy proposed just before the closing due to the virus. Karen spoke about using the reading room as a multipurpose room which could be used for many meetings. She is looking into furnishings, and would like input before selecting them. Our financial audit is on hold for the time being.

We have learned that the school will continue to fund us at the same level. We will contact Alexander and Darien regarding their level of funding. Our elections will be postponed until next April. Bonnie made a motion to make Sandy Eck a non-voting member until she can appear on the ballot next April. Mike seconded the motion and it passed.

Karen presented the Director's Report. Karen attends director's meetings every Friday where the four stages of reopening are discussed. At this point all dates and conditions are unknown. Jeff said we will discuss the conditions at our June meeting, by which time we will have much more input from PLS. Karen is working on summer programming which will be all virtual. She is also working on a plan to get materials to households without internet access. Karen proposed closng the General Fund, and including those funds in the Operating Fund. Mike made a motion to that effect, which was seconded by Jennifer and passed. Jeff suggested that we continue planning the parking lot renovation, since the parking lot is not be in use at the present time. We are continuing to look for a contractor.
We are very pleased with how well Karen is dealing with all of the challenges presented by the pandemic.

Under New Business, we learned that Founder's Day would be canceled, and that the Trustee's Training has been postponed. There are no big changes in our Annual Report, which will be sent to the state. Bonnie made a motion to accept the report, which was seconded by Art, and passed. Lori asked about possible virtual tutoring opportunities. Karen said this might be approached by contacting the;e school. Karen mentioned that she is updating Facebook and our website, including what staff is doing and reading.

At this point, the board went onto executive session to discuss the need for revision of our paid-time off policy. The policy needs to be more clearly defined and will be discussed at our June meeting. After moving out of executive session, Art made a motion to adjourn at 7:20, seconded by Bonnie and passed.

The next meeting is scheduled for June 8 at 6:00pm.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
June 8, 2020 meeting was held through GoToMeeting because of the Corona virus quarantine. Also present were Art Klein, Jennifer Wilkinson, Mike Morse, Bonnie Stockholm, Karen Rosolowski, Lori Kubik, Sandy Eck, and Janis Hempel.

We reviewed the agenda. There were no additions or changes; Bonnie made a motion to approve the agenda which was seconded by Art, and passed.

The June meeting of the Board of Trustees was called to order by President Jeff Clark at 6:05. The Jennifer made a motion to accept the minutes of the May minutes, which was seconded by Bonnie and passed.

We reviewed the expenditures since the last meeting. Jeff stated that we are expected to come in under budget. Art made a motion to approve the expenditures, which was seconded by Mike and passed.

Under Old Business we discussed our goals. The employee handbook committee is still working on the handbook, adding library closing and reopening policies. Its been made somewhat difficult by not having an old manual to work from. Regarding construction, Jeff reported that Bob Kaminski is working on the parking lot drainage problem. Other neighbors have had problems, and some have been resolved. Bob will continue to work on the problem.

The Director's Report is attached.

Under New Business, we discussed the Covid 19 procedures. Karen has sent the trustees all of the procedures and told us that they are based upon PLS guidelines from the CDC. Karen mentioned that we expect to open during Stage 4, but that PLS suggests not using specific dates. Bonnie made a motion to accept the procedures. It was seconded by Janis and passed.

Jeff announced that he is resigning as president, and resigning from the board. He and his wife plan to sell their house and leave the area. He agreed to remain as an advisor for the next two or three months. Jeff will be greatly missed. He spent countless hours consulting and supervising during our recent construction process and our transition after the loss of Nancy Burns. We were very fortunate to have his advice and expertise during a difficult time. His contributions cannot be overstated.

Karen will email board members to discuss the course we will follow in electing a new president.

Jennifer made a motion to adjourn the meeting at 6:59. It was seconded by Mike and passed.

The next meeting is scheduled to be held on July 14 at 6:00 pm.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
July 13, 2020

The July meeting of the Board of Trustees was was a virtual meeting due to the Corona Virus pandemic and was called to order by Acting President Bonnie Stockholm at 6:04. Also present were Jennifer Wilkinson, Karen Rosolowski, Art Klein, Lori Kubic, Sandy Eck, and Janis Hempel.

We pledged allegiance to the flag.

After we reviewed the agenda, Sandy made a motion to approve it, which was seconded by Jen and passed.

Lori made a motion to approve the minutes of the June 8th meeting, which was seconded by Jen and passed.

We reviewed the expenditures for the last month; Sandy made a motion to approve them, which was seconded by Jen and passed.

The Director's report is attached. Karen pointed out that the staff finished putting together the summer reading kits today, which replace the summer children's programs, suspended because of the Corona Virus. Karen is also working on the composting project. The grant has been extended to 2021.
We also discussed recognizing Jeff Clark for his outstanding service and leadership.
Janis made a motion to accept the Director's report, which was seconded by Sandy and passed,

Under Old Business, we discussed the progress Kaminski Plumbing is making on the parking lot drainage problem.
We also discussed the need for a president and treasurer. We will continue the discussion at next month's meeting.

Under New Business we discussed the possibility of meeting in person next month, and the opening of the library, which is being done gradually.

The next meeting will be held on August 10 at 6:00 pm.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
August 10, 2020

The August meeting of the Board of Trustees was once again held at the library, after being held virtually since March due to the Corona Virus pandemic. Acting President Bonnie Stockholm called the meeting to order at 6:05. Also present were Sandy Eck, Art Klein, Jennifer Wilkinson, Mike Morse, and Janis Hempel. Lori Kubic was present by phone.

We reviewed the agenda; Mike made a motion to accept it, which was seconded by Sandy and passed.

Jennifer made a motion to accept the minutes of the July 13th meeting, which was seconded by Art, and passed.

We reviewed expenditures for the past month, noting that our CD rate was renewed at 0.2%. Sandy made a motion to approve them, which was seconded by Art, and passed.

Director's Report: Attached.
Karen notes that our reopening is going well, with patrons complying with the mask and spacing directives. Some are still using the contact-less pick-ups. In place e of the Summer Reading Program, children can pick up Grab and Go Preschool theme bags, with books, activity pages and crafts relating to such themes as dinosaur, beach, zoo, camping , bugs, and ice cream.

Under Old Business we discussed the naming of a president, and the acceptance of Frank White for treasurer. Art will talk to him.

In New Business, we voted to accept the PTO policy, which included Unscheduled/PT hourly rates for anyone hired for special projects. Sandy reported that she has been looking up information and costs for our tree display to thank those who contributed to our construction project. Bonnie will check with Karen on details.

Jennifer made a motion to adjourn at 6:25, which was seconded by Sandy, and passed.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
September 14, 2020

The August meeting of the Board of Trustees was held in the library with all Board members wearing masks because of the Corona Virus pandemic. Acting President Bonnie Stockholm called the meeting to order at 6:02. Also present were Karen Rosolowski, Art Klein, Jennifer Wilkinson, Mike Morse, and Janis Hempel. Frank Wright, who was sworn in as treasurer, was also present..

We pledged allegiance to the flag.

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

Jennifer made a motion to approve the August 10, 2020 minutes, which was seconded by Mike and passed.

We reviewed the past month's expenditures. Art made a motion to approve them, which was seconded by Mike and passed.

Director's report (attached). Karen noted that many are still taking advantage of contactless pick up, and that the Grab and Go kits may be extended for adults and young adults.

Under Old Business, we discussed Memorial Project donors, and ideas for recognizing the contributions of Nancy Burns and Jeff Clark. We tabled further discussion in Sandy's absence.

Under New Business, we passed around and signed a letter to Jeff, thanking him for his many valuable contributions during his presidency. Also, Frank Wright was sworn in as treasurer.

Bonnie stated that we would go into executive session at 6:48, which ended at 6:56.

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

The next meeting will be held on October 19, 2020, at 6:00pm.

Respectfully submitted,
Janis Hempel, secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
October 20, 2020

The October meeting of the Board of Trustees was held in the library with all present Board members & attendees wearing masks because of the Corona Virus pandemic. Acting President(s) Janis Hempel and Bonnie Stockholm co-chair this meeting and called the meeting to order at 6:05 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Sandy Eck and Frank White (treasurer). (Not present were Mike Morse and Lori Kubik).

We pledged allegiance to the flag.

After we reviewed the agenda, Art made a motion to approve it, which was seconded by Sandy, and passed.

Bonnie made a motion to approve the September 14, 2020 minutes, which was seconded by Art and passed.

We reviewed the past month's expenditures and discussed same with the treasurer (and Frank outlined his report). Jen made a motion to approve them, which was seconded by Bonnie and passed.

Director's report (attached). Karen noted that we have 10 signed up for the pre-school story hour bags as we cannot have the story hour in the library at this time due to social distancing requirements. We discuss sealing the driveway/parking lot in the spring.

Under Old Business, we discussed Memorial Project donors, and ideas for recognizing the contributions of Nancy Burns and Jeff Clark. Sandy gives leaf examples and will research further with discussion with the art teacher(s) for Attica and will look into the cost of engraving leaves and if they are legible.

Under New Business, we vote to send a final 990 per the advice of the CPA. Bonnie makes the motion and Sandy seconds and it was passed. We also discuss Winter Fest for the Friday December 4th date and discuss a book theme for the Christmas Tree. We also discuss resources regarding internet use for school children who are struggling to get online for their hybrid classes. There are currently two computers in use at the library due to social distancing requirements.

For Public Comments, Eagle Scout Michael St. Pierre Jr. brings a plaque to commemorate the garden and Nancy Burns, former library director. We discuss having a ceremony in the spring and inviting the Batavia Papers to cover the story.

Jennifer made a motion to adjourn at 7:15, seconded by Art, and passed.

The next meeting will be held on November 9, 2020, at 6:00pm.

Respectfully submitted,
Jennifer M. Wilkinson, acting secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
November 9, 2020

The November meeting of the Board of Trustees was held in the library with all present (in-person) Board members & attendees wearing masks because of the Corona Virus pandemic. Acting President Janis Hempel chaired this meeting and called the meeting to order at 5:58 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Mike Morse, Bonnie Stockholm, Sandy Eck (virtually), Lori Kubik (virtually) and Frank White (treasurer). (All members present either in person or virtually).

We pledged allegiance to the flag.

After we reviewed the agenda and added 2 items, Bonnie made a motion to approve the Amended Agenda, which was seconded by Art, and passed.

Mike made a motion to approve the October 20, 2020 minutes, which was seconded by Bonnie and passed.

We reviewed the past month's expenditures and discussed same with the treasurer (and Frank outlined his report). Bonnie made a motion to approve them, which was seconded by Jen and passed.

Director's report was reviewed (attached). Karen advised on the increase in delivery and updates on the grants, and correspondence. Karen also outlined the PLS information regarding the library's response to any Covid-19 changes wherein if Attica would enter the "yellow" "orange" or "red" zones. A copy of the "Pandemic Response Plan" was provided to the Policy Committee Members for review and comment in advance of the December 14, 2020 Meeting.

Under Old Business, we elected officers: Janis was elected President (motion by Art, second by Mike) and all approved. Jen was elected Secretary (motion by Janis, second by Art) and all approved. We also discussed the Audit that was put on hold due to Covid and will discuss scheduling same for 2021 at the next meeting.

Under New Business, we discussed the minimum wage increase for 12/31/2020 and will make motions at our next meeting regarding same. We will also discuss the Christmas Bonuses at the next meeting, and any retirement that may be pending. We also discussed Committees and set the preliminary groundworks for additional discussion at the next meeting for additional committees. Currently, there is a Policy Committee (Jen, Mike and Karen) which could use an additional member if there is interest. We will form a Finance Committee, Building and Grounds, and possibly a Hospitality Committee at the next meeting, along with any other committees.

For Public Comments, none.

Jennifer made a motion to adjourn at 6:31 PM, seconded by Art, and passed.

The next meeting will be held on December 14, 2020, at 6:00pm. And will include:

- Adoption of Pandemic Response Plan - Vote
- Minimum Wage Increase, Discuss & Vote
- Retirement – Discuss and Vote (if necessary)
- Audit 2021 – Discuss and Vote
- Committees to be formed and members for same – Discuss and Vote

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
December 14, 2020

The December meeting of the Board of Trustees was held VIRTUALY due to the Covid-19 Pandemic and the increase in cases in Wyoming County. President Janis Hempel called the meeting to order at 6:05 PM. Also present were: Karen Rosolowski, Lori Kubik, Art Klein, Mike Morse, Jennifer Wilkinson, Sandy Eck and Frank White (treasurer). (Not present was Bonnie Stockholm).

Due to being virtual we acknowledged we would usually pledge allegiance to the flag, but did not due to all being in our homes and appearing virtually.

After we reviewed the agenda, Mike made a motion to approve it, which was seconded by Sandy, and passed. Sandy made a motion to approve the November, 2020 minutes, which was seconded by Mike and passed.

We reviewed the past month's expenditures and discussed same with the treasurer (and Frank outlined his report). Art made a motion to approve them, which was seconded by Sandy and passed.

Director's report (attached). Karen noted that the memorial list would be coming out in the penny saver next weekend.

Under Old Business, we discussed Memorial Project donors, and ideas for recognizing the contributions of Nancy Burns and Jeff Clark. Photos of trees and leaf examples were circulated. Leaves are $5 each (we may get a better deal if we have a lot). We discussed levels of donation versus the leaves all being the same, and we voted:

1) To do the art project (trunk and leaves)
2) To do one color of leaves, no matter the amount of donation
3) To Approve the Naming of the Nancy Burns Reading Room

Motion brought by Art, seconded by Mike.
Also under old business, we discussed committees- set Budget Finance and Building Maintenance. Art is joining finance with Karen and Frank and we will postpone discussion of building and grounds to the next meeting.

Under New Business, we voted to approve the Pandemic Response plan (Jan moved to approve, seconded by Mike). We also approved the Tax Cap Override (Jen makes the motion and Mike seconds and it was passed). We also discuss the Holiday Bonus and Minimum Wage issues and review the paperwork submitted by Karen and Frank. Jen moved to approve as written, Mike seconds.
The Holidays 2021 list was motioned for adoption, Mike moved and Art seconded.

For Public Comments, no one was online with us to comment. We pushed the List of 2021 Board Meetings to the January 11, 2021 Meeting.

Jennifer made a motion to adjourn at 6:49 PM, seconded by Art, and passed. The next meeting will be held on January 11, 2021, at 6:00pm.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary