Stevens Memorial Community Library
Minutes of the Board of Trustees
January 11, 2021

The January meeting of the Board of Trustees was held Virtually with all present (except Bonnie). President Janis Hempel chaired this meeting and called the meeting to order at 6:05 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Mike Morse, Sandy Eck, Lori Kubik and Frank White (treasurer). (All members present virtually except for Bonnie Stockholm).

After we reviewed the agenda and Mike made a motion to approve the Agenda, which was seconded by Sandy and passed.
Sandy made a motion to approve the December 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). Jen approved as secretary; passed. We discussed the need to see if they need to be voted on in the future.

Director's report was reviewed (attached). Karen advised we are back to limited hours due to the increase of COVID cases as previously e-mailed.

Under Old Business, we approved committee for Building and Maintenance: Jen moved for approval of Karen, George and Mike, and Sandy seconded.
Memorial Tree and Leaves were discussed and we are moving forward with obtaining the list of names to give to the business who is making the leaves.

Under New Business, we discussed we discussed the cleaning services out of Warsaw that has been hired (Warrens) as they do other libraries and are reliable per references.
We approved the contract – motion by Sandy, seconded by Lori.

We discussed and approved the Board meeting dates for 2021.

For Public Comments, none.

We discussed that at the next meeting we will discuss:
- Interest on CDs
- What to do with the treasurer report (approval process)
- Retirement acknowledgement

Mike made a motion to adjourn at 6:54 PM, seconded by Sandy, and passed.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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SMCL February 2021 Minutes Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
February 8, 2021

The February meeting of the Board of Trustees was held Virtually with all present. President Janis Hempel chaired this meeting and called the meeting to order at 6:14 PM due to some technical difficulties. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Mike Morse, Sandy Eck, Lori Kubik and Frank White (treasurer) and Bonnie Stockholm.

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

Lori made a motion to approve the January 2021 minutes, which was seconded by Sandy and passed.

We reviewed the past month's expenditures and discussed same with the treasurer (and Frank outlined his report). Voted to approve; passed. We discussed the need to see if they need to be voted on in the future and it is to be voted on at each meeting.

Director's report was reviewed (attached). Karen advised we have low foot traffic due to COVID, as previously e-mailed. Warrens cleaning started and is going well. We have new magazine titles. She will circulate cupula quotes.

Under Old Business, we discussed Cupula Restoration and Grants. We discussed the retirement and the Board dropping off $10 each for flowers and a gift card. Motion brought by Bonnie and seconded by Sandy and approved to bring in the $10 to the library.
.
Under New Business, we discussed the need for the Finance Committee to meet and talk budget.

For Public Comments, none.

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SMCL February 2021 Minutes

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Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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SMCL March 2021 Minutes Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
March 8, 2021

The March meeting of the Board of Trustees was held VIRTUALY due to the Covid-19 Pandemic. President Janis Hempel called the meeting to order at 6:10 PM. Also present were: Karen Rosolowski, Lori Kubik, Art Klein, Jennifer Wilkinson, Bonnie Stockholm and Sandy Eck. (Not present was Mike Morse,and Frank White (treasurer).

(Due to being virtual we did not pledge to the flag due to all being in our homes/offices and appearing virtually).

After we reviewed the agenda, Art made a motion to approve it, which was seconded by Sandy, and passed. Lori made a motion to approve the February, 2021 minutes, which was seconded by Art and passed.

We reviewed the past month's expenditures and discussed same with the other members present (Frank had previously circulated his report). We discussed Amherst Alarm. Sandy made a motion to approve them, which was seconded by Art and passed.

Director's report (attached). Karen noted update on grants. Also, resolution for school vote to be discussed in new business. Vote is May 18th, 2021. Annual Report is Due. Memorial for Don McCulloch's wife.

Under Old Business,

a. Sandy Eck updates on Memorials: Tree and Leveled Reading
    i. Review sketch of Sarah Lewinski
    ii. Tree silhouette and start over Spring Break. Only to charge cost of the paint (Ace Hardware, $30-$50)

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it" by Jeffrey Clark. Nod and recognition to Jeff and Nancy as we wanted. Birds, with names of committee members? (Perhaps artfully incorporate names). Board to be recognized as well? Carved into the trunk?

iv. Leaves are a bit bigger, $2 each, 232 leaves ($464) + Joe's Trophy Shop
v. Windows on reading room – do we want to do vinyl lettering for Nancy's reading room?
vi. Like to use Local Talent;

Under New Business,

a. Finance Committee Report – had a meeting – ask for increase for budget. Will meet again soon. (Karen, Art, Janis, Frank). Art will discuss dates with Frank – can they do in person? (Maybe). Question on if FICA is included once or twice in budget.
b. Budget and Trustee vote – vote on proposition for vote to be held at school. (This allows us to have the petition so we can get it onto the ballot). Petition and Resolution to get on the ballot. Motion by Art, seconded by Jen. **Vote**: **5 yes, one no**. Bonnie expires this year – do we need a petition for her? She is planning to stay on. Karen will put out the petition for signatures at the library (50 signatures). We can stop in and sign so long as you are registered to vote in the Attica School District. Karen and Janis

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$15,729 would be needed if we use Wolcott Roofing.@ $20, 907.00. (Two other CDs 39k Operating and 75k Trustees CD both expire June 2021.)

i. Discussion on possible extension of the grant.
ii. Need to Vote on what to do with the CD. Bonnie – Motion to take out $15,000.00 from the Renovation CD and roll rest into a new CD. Sandy, second it. (Art suggests short term CDs, whatever the shortest duration is, in hopes that the rates will increase again). Vote: All aye. No Opposed.

d. Annual Meeting April – usually advertised at 7:00 PM - April 12th, 2021. Likely to be virtual.
e. Play away in the library – self contained audio book where you plug your headphones/cords in and we have a 1 YA, 1 adult non-fiction, and 1 adult fiction. (like a book on tape) and caters to different learning styles for kids, etc. Used memorial funds for these 3.

For Public Comments, no one was online with us to comment.

For Next Month:

Jennifer made a motion to adjourn at 7:15 PM, seconded by Bonnie, and passed. The next meeting will be held on April 12th, at 6:00pm.

Respectfully submitted,

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Stevens Memorial Community Library
Minutes of the Board of Trustees
April 12, 2021

The April meeting of the Board of Trustees was held VIRTUALY due to the Covid-19 Pandemic. President Janis Hempel called the meeting to order at 6:04 PM. Also present were: Karen Rosolowski, Art Klein (caller 1), Jennifer Wilkinson, Bonnie Stockholm (caller 2) Mike Morse, and Frank White (treasurer) and Sandy Eck. (Not present was Lori Kubik).

(We did pledge to the flag in our homes/offices and appearing virtually, all pledging).

After we reviewed the agenda, Bonnie made a motion to approve it, which was seconded by Sandy, and passed. Sandy made a motion to approve the March, 2021 minutes, which was seconded by Art and passed.

We reviewed the past month's expenditures and discussed the Treasurer Report. We discussed the workable budget and the recommendation by the budget committee (3.8% increase). First time increase 2015/2016. Submitted to the school for the Vote on May 18th.
Frank showed his screen and we went through our numbers.
Bonnie made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and passed.

Director's report (attached). Karen noted update on ALA grant. Wolcott Roofing meeting coming up. Story Walk → we can apply for that; Scouts could help with it. We could change out the stories. Fun to do along the walkway in the park? Karen likes doing grants – and we are glad she does!

Under Old Business,

a. Donor Mural Update: Karen & Sandy Eck updates on Memorials: Tree – photos look nice!

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Bonnie seconded and it was passed.

b. Dianna S_____ Memorial – bench for children's room? Karen to follow-up with her surviving spouse
c. Petitions: Lori and Sandy's came back, Bonnie's not turned in yet, we are going to look into how that affects the vote

Under New Business,

a. Resolution to update Banking Authorized Signatures: Karen, Jacqueline, Frank, Janis (remove Jeff Clark, Bonnie, Amy Meisner and Brian Edwards)
    i. Action: vote: Bonnie makes motion to update the signatures; Mike Seconded - Passed
b. Approval of Annual Report 2020 Action: vote at the next meeting (May, 2021)
c. Officers look over – <u>to vote at July meeting</u> for term July 1, 2021 to June 30, 2022
    i. Think about VP being open, need to vote in at the July Meeting

For Public Comments, no one was online with us to comment.
For Next Month: nothing specific added.

Mike made a motion to adjourn at 6:49 PM, seconded by Sandy, and passed. The next meeting will be held on May 10th, at 6:00pm.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

(Annual Meeting to Follow → Discussed next funding year's budget and increase of 3.8% – one attendee)

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SMCL May 2021 Minutes (amended) Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
May 10, 2021 (Amended*)

The April meeting of the Board of Trustees was held VIRTUALY due to the Covid-19 Pandemic. President Janis Hempel called the meeting to order at 6:12 PM. Also present were: Karen Rosolowski, Lori Kubik, Art Klein, Jennifer Wilkinson, Bonnie Stockholm, Mike Morse, and Frank White (treasurer) and Sandy Eck. (Everyone was present).

(We did pledge to the flag in our homes/offices and appearing virtually, all pledging).

After we reviewed the agenda, Bonnie made a motion to approve it, which was seconded by Sandy, and passed. Art made a motion to approve the April, 2021 minutes, which was seconded by Sandy and passed.

We reviewed the past month's expenditures and discussed the Treasurer Report. Wolcott Roofing – initial payment to get on their schedule is made. No physical work done yet. Remodeling account, grant funds.
Sandy made a motion to accept treasure's report and expenditures and approve them, which was seconded by Mike and passed.

Director's report (attached). Karen noted parking lot drain work started and completed last week. $3500-$3600 – Library now hooked up to the drain. New Programs: May the 4th be with you Star Wars Game Card; book bundles by age group promo; Wolcott Roofing (discussed prior); requested bullet aid (update phone system, technology); large donation for videos/DVDs/Blu-ray. We did get the refund for the operating account. VOTE is the 18th – GET THE WORD OUT! Last Wednesday the 5th the info was in the paper.

Under Old Business,

a. none

Under New Business,

a. 2 policies; conflict of interest and whistleblower
b. Conflict of Interest : Bonnie made a motion to accept/adopt and approve them, which was seconded by Lori and passed.

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SMCL May 2021 Minutes (amended) Updated automatically every 5 minutes

Officers.

Jen made a motion to adjourn at 6:38 PM, seconded by Mike, and passed. The next meeting will be held on June 14th, at 6:00pm.

*ADDITION: Following the meeting an e-mail was circulated regarding the Annual Report 2020 which the Board needed to approve for submission.
A quorum was reached, and the submission of the annual report was approved and passed.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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SMCL June 2021 Minutes Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
June 14, 2021

The June meeting of the Board of Trustees was held In Person at the Library! (First time in person in quite some time). President Janis Hempel called the meeting to order at 6:02 PM. Also present were: Karen Rosolowski, Lori Kubik (via telephone for much of the meeting), Jennifer Wilkinson, Bonnie Stockholm, Mike Morse, and Frank White (treasurer) and Sandy Eck. (Everyone was present except Art Klein).

We did pledge to the flag. After we reviewed the agenda, Sandy made a motion to approve it, which was seconded by Mike, and passed. Bonnie made a motion to approve the May, 2021 (with the typo in the first sentence to be corrected) minutes, which was seconded by Sandy and passed.

We reviewed the past month's expenditures and discussed the Treasurer Report. The IRS overpayment came back. Mike made a motion to accept treasure's report and expenditures and approve them, which was seconded by Bonnie and passed.

Director's report (attached). Karen noted the budget passes, that the Summer Reading Programs are ready to kick off, and many are virtual. Cupula work has begun.

Under Old Business,

a. The policies for Trustees to complete filling out were handed out (conflicts of interest and whistleblower).

Under New Business,

a. Budget vote passed, Trustees elected.
b. New Budget Voted on – Sandy move to pass the budget, Mike seconded and it was passed..
c. Tax Cap Resolution – Jen move to approve resolution, Sandy second, passed.

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Officers elected.

e. New Mask protocol was discussed, vote to change to a "honor system" motion to approve new protocol made by Jen, seconded by Mike and passed.
f. Discussion of CDs due in June – Motion for 6 month brought by Sandy, seconded by Mike, passed
g. Tax assessment of Library decreased
h. Performance Review Completion – discussion in executive session later
i. Pride Flag, stolen, police report filed
j. Karen on vacation June 28-July 2

For Public Comments, no comments.
Sandy made a motion to adjourn at 7:19 PM, seconded by Mike, and passed. The next meeting will be held on July 12th at 6:00pm in the Library.

Executive Session followed regular meeting.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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SMCL July 2021 Minutes Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
July 12, 2021

The July meeting of the Board of Trustees was held In Person at the Library. President Janis Hempel called the meeting to order at 6:05 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Mike Morse, and Frank White (treasurer) and Sandy Eck. (Everyone was present except Bonnie Stockholm and Lori Kubik).

We did pledge to the flag. 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 June, 2021 minutes, which was seconded by Art and passed.

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

Director's report (attached). Karen noted we added Tales and Tails and 2 in person story hours. We discussed and looked at the Memorial Shelving/Children's Roost. Cupula work is still going. Discussed Dog Days of Summer event.

Under Old Business,

a. None to discuss that was not covered above.

Under New Business,

a. Children Services Clerk – story hour discussed and plan to move forward.
b. PLS to come and discuss role of trustees, discussed and interested.
c. Personnel Committee – want to be formed – add to next month to discuss jobs, description f duties, etc.

For Public Comments, no comments.

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Stevens Memorial community library minutes August 2021 Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
August 9, 2021

The August meeting of the Board of Trustees was held in person at the library with all present. President Janis Hempel chaired this meeting and called the meeting to order at 6:00 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Mike Morse, Sandy Eck, Lori Kubik and Frank White (treasurer) and Bonnie Stockholm.

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

Sandy made a motion to approve the July 2021 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). Moved by Art, seconded by Jen - Voted to approve; passed. (We corrected the Friend's checking account number to $5332.53).

Director's report was reviewed (attached). Cupula is waiting for parts.

Under Old Business, we discussed Ron Kirsop invitation to board meeting.
.
Under New Business, we discussed:

A. New Staff Hires- moved by Sandy and 2nd by Art and passed.
B. Meeting room policy - moved by Jen and 2nd by Mike and passed.
C. Volunteer Policy - moved by Sandy and 2nd by Art and passed.
D. Hours out front – new sign – looks great!
E. New Fall Hours – approved - moved by Sandy and 2nd by Art and passed.

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Stevens Memorial community library minutes August 2021 Updated automatically every 5 minutes

May be a short meeting so we can also meet with Ron Kirsop
- Maybe talk about Books on Wheels

Sandy made a motion to adjourn at 7:12 PM, seconded by Jen, and passed.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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Stevens Memorial Community Library
Minutes of the Board of Trustees
September 13, 2021

The September meeting of the Board of Trustees was held In Person at the Library, earlier than usual, at 5:30 so as to accommodate another meeting at 6:00 with PLS Director Ron Kirsop. President Janis Hempel called the meeting to order at 5:33 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Mike Morse, and Frank White (treasurer) Sandy Eck, Bonnie Stockholm and Lori Kubik. Everyone was eventually present, Sandy and Lori joined the meeting in progress.

We did pledge to the flag. After we reviewed the agenda, Mike made a motion to approve it, which was seconded by Art, and passed. Mike made a motion to approve the August, 2021 minutes, which was seconded by Bonnie and passed.

We reviewed the past month's expenditures and discussed the Treasurer Report. Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Art and passed.

Director's report (attached). Karen noted we may need a maintenance schedule for HVAC units. Tales and Tails and statistics were shared. We discussed new employee(s), cupola completion and a change to the hours.

Under Old Business,

a. None to discuss that was not covered above.

Under New Business,

a. Increased Hours – reviewed, discussed, moved to be approved by Jen, seconded by Art and passed.
b. PLS Free Direct Access Plan – circulated via e-mail prior to the meeting. Reviewed, discussed, Miked moved to approve and

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masking requirements if necessary. Motion made to have Director make change in masking requirements in the Library in her discretion based on the numbers of COVID cases, without the need for a prior board meeting – moved by Bonnie, Seconded by Mike and passed.

d. Funfetti Candle – reviewed
e. New Staff – discussed in the director's report section

For Public Comments, no comments.

Jen made a motion to adjourn at 5:59 PM, seconded by Sandy, and passed. The next meeting will be held on October 18, 2021 at 6:00pm in the Library.

Following the above meeting, everyone stayed to meet with PLS Director Ron Kirsop regarding the Roles and Responsibilities of Library Trustees which was educational and informative.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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Stevens Memorial community library minutes Nov 2021 (1) Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
November 8, 2021

The November meeting of the Board of Trustees was held in person at the library with all present except Mike Morse. President Janis Hempel chaired this meeting and called the meeting to order at 6:01 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Sandy Eck, Lori Kubik (by phone) and Frank White (treasurer) and Bonnie Stockholm.

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

Art made a motion to approve the September 2021 minutes, which was seconded by Sandy and passed. *Note, the October meeting was canceled.

We reviewed the past month's expenditures and discussed same with the treasurer (and Frank outlined his report. His hours have increased due to his taking on bookkeeping tasks). Moved by Jen, seconded by Art - Voted to approve; passed.

Director's report was reviewed (attached). Halloween went well. Amazon Smile Donations reviewed.

Under Old Business, we discussed : none.
.
Under New Business, we discussed:

A. Patricia Becker Bequest
B. Individual Logins Policy
C. Winterfest – December 4th, Library will be open

For Public Comments, none.

Jen made a motion to adjourn at 6:33 PM, seconded by Sandy, and passed.

Respectfully submitted,

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Stevens Memorial community library minutes December 2... Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
December 13, 2021

The December meeting of the Board of Trustees was held in person at the library with all present either in person or virtually. President Janis Hempel chaired this meeting and called the meeting to order at 6:11 PM. Also present were: Mike Morse, Karen Rosolowski, Art Klein, Jennifer Wilkinson, Sandy Eck (virtually), Lori Kubik (virtually) and Frank White (treasurer) and Bonnie Stockholm.

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

Bonnie made a motion to approve the November 2021 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). Moved by Mike, seconded by Jen - Voted to approve; passed.

Director's report was reviewed (attached). Books by mail program; book club; numbering shelves.

Under Old Business, we discussed : none.

Under New Business, we discussed:

A. 2022 Holidays – approved the list, Juneteenth added ; Jen Moved, Art Seconded, and passed.
B. Three CDs up for renewal: Moved by Jen for 6 month renewal, seconded by Mike - Voted to approve; passed.
C. Blink Phone Upgrade to Phone Service: $30/month - Moved by Bonnie, seconded by Jen - Voted to approve; passed.
D. Mask Mandate – in all NYS public places
E. End of the year Holiday Bonus and Wage Increases (Mike abstain

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Stevens Memorial community library minutes December 2... Updated automatically every 5 minutes

increases addressed, set at 4% increase for director.

For Public Comments, none.

Jen made a motion to adjourn at 7:26 PM, seconded by Sandy, and passed.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary