Stevens Memorial Community Library
Minutes of the Board of Trustees
January 9, 2023

The January meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:03 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Sandy Eck, Mike Morse and Lori Kubik (via telephone), and Barb Helak (as a member of the public, considering joining the Board). Director Karen Rosolowski was absent.

We did pledge to the flag. After we reviewed the agenda, Mike made a motion to approve the December, 2022 minutes, which was seconded by Mike and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.
Janis will follow-up with George to ensure that the heat setting for the library are reflective of the current hours so as to save as much as possible on our energy bills.
Treasurer Frank will follow-up and ensure our Utica Insurance is through a local agency.
Jen made a motion to accept the Treasurer's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. There is no official report to attach, however, there was an update from Karen's husband that was read to the board.

Under Old Business,

a. Amended By-laws were reviewed in November and December, and the amended by-laws were passed and approved by the Board – motion by Sandy, second by Lori, carried.
b. 2023 Holiday schedule reviewed by the board and approved – Mike made the motion, Sandy seconded - carried
c. Wage increases: after discussion the board has decided as follows
    a.i. Morgan has resigned as of the end of January, so her wage would remain the $14.20 as passed previously to bring her to minimum wage per NYS law
    a.ii. Karen's wage will remain the same at this time
    a.iii. Frank's wage would remain the $14.20 as passed previously to bring him to minimum wage per NYS law
    a.iv. Monica's base wage will increase to $16.70/hour. At this time, in addition to her wages, she still receives the previously voted upon stipend due to Karen's absence
    a.v. George's base wage will increase to $16.70/hour
    a.vi. Rachel's base wage will increase to $14.50/hour
    a.vii. Maria Fernanda's base wage will increase to $14.50/hour
        a.vii.1. Jen moved/motioned for the increases, Sandy seconded, carried
d. Discussion was had on how to appoint a new board member – Janis will speak to Ron from the library system to see if an Oath of office is required for an appointed individual. Frank will see if he can find the Oath of Office forms in Karen's office.

Under New Business,

a. Morgan resigned – discuss hiring of new clerks and search for volunteers
b. Need to update the library system regarding Karen's situation
c. Frank will work to get payroll completed and reset password if necessary

d. Rachel authorized to see if we can reset Facebook password to work on the Facebook page
e. Board and staff will work to see if library website can be accessed/ possible password reset

For Public Comments, none.

FOR NEXT MONTH: (On February 13, 2023 at 6:00 PM)

Old Business:

a. Update on oath of office/appointment of Board Member
b. Update on passwords for payroll, Facebook, Library website, etc.
c. Update on hiring/volunteers
d. Library Board Meeting Dates: Second Mondays of Each Month
    d.i. February 13, 2023
    d.ii. March 13, 2023
    d.iii. April 10, 2023 (Easter Monday, Library will be closed that day – this OK?)
    d.iv. May 8, 2023
    d.v. June 12, 2023
    d.vi. July 10, 2023
    d.vii. August 14, 2023 (Jen will be on vacation)
    d.viii. September 11, 2023
    d.ix. October 9, 2023 (Columbus Day Library will be closed that day – this OK?)
    d.x. November 13, 2023
    d.xi. December 11, 2023

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
February 13, 2023

The February meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:10 PM. Also present were: Jennifer Wilkinson, Barb Helak (first, as a member of the public, then appointed as a member of the Board of Trustees), Frank White (treasurer), Sandy Eck, Lori Kubik (via telephone for a portion of the meeting, she was present through the appointment of Barb to the Board so that a quorum was present at all times). Director Karen Rosolowski was absent, along with Trustee Mike Morse.

We did pledge to the flag. After we reviewed the agenda, it was amended to switch the order of items so that a quorum would be present for all items. Jen made a motion to approve it, which was seconded by Sandy, and carried. Sandy made a motion to approve the January, 2023 minutes, which was seconded by Janis and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.
Frank reported:

- The Contract for cleaning if the library was renewed
- There was an e-mail from the retirement system due to the information not being received, and Frank took care of updating that
- Bank statements are now available to the treasurer online
- Frank reviewed the insurance question from last meeting, and the insurance is through Tompkins, locally for the Hartford and Utica
- National Fuel has increased first $100 more than usual, now $300 more than usual, and Frank is going to look into seeing if there were issues with an estimate vs. a reading or why the large change
- Gererak repair was needed, and Frank is looking for our tax exempt number to give to them
- There is a new battery in the fire alarm now, and Frank volunteered to be a contact for when the library is not open but there is an alarm issue
- Frank is following up on the bills for books, he has not seen a bill since December
- We need to get a budget ready for the school vote – what do we need to do since the director is not available?

Director's report. There is no official report to attach. Due to the absence of the director, a discussion was held on how to get new books ordered for the library.

Under Old Business,

a. Rachel now has access to the library website and is working to update it
b. Rachel now has access to the library Facebook page and is working to update it

Under New Business,

a.i.1. Motion to appoint Barb as trustee – motion by Jen, 2nd by Sandy. Carried. Barb is appointed to fill the Trustee vacancy from 7/1/21 – 6/30/26. However, she can only be appointed until the next election, and this her term will expire 6/30/2023 unless she runs for election. Secretary JMW will get her the blank form for the petition for the election.

a.i.2. Monica's report on job applications

a.i.2.a. 14 applicants total

a.i.2.b. Interviews are ongoing

a.i.2.c. Motion made by Sandy that Monica be approved to hire 2 clerks and 2 pages at minimum wage, with the start date to be as soon as possible. Seconded by Jan, carried.

a.i.3. Monica's report – Take Your Child to the Library event – 15 kids

a.i.4. Frank – Authorization for Payroll – set up for Frank to continue to do payroll as long as needed

a.i.5. Fernanda's Program Report – 8-9 people attended

a.i.6. Summer Reading Program – we need to start working on a plan, Monica requested to work on that plan

a.i.7. Reserve Fund and General Fund questions and discussions on the amounts in accounts.

Payment of Monica and Rachel Canva Library expenses – reimbursement authorized

Canva Program now subscribed by the Library

a.i.8. Trustee Training – now required each year, 2 hours each year along with the sexual harassment training. JMW will keep the information as secretary until the director is back.

a.i.9. Ron Kirsop suggestions:

- Temporary Operations Manager
  - List of duties is necessary, Responsible for the Day to Day operations of the Library if the Director is not available
  - Roles and Responsibilities will include:
    - Approval of programs
    - Purchasing for library programming authorized
    - Scheduling staff - to set the schedule and make any necessary alterations
    - Library closures due to emergency, weather, etc.
    - Summer reading program
    - Book ordering – authorized
    - Hiring/interviewing for necessary positions
    - Oversee the update of the website and Facebook pages

Board moves into Executive Session (motion by Jen, 2nd by Barb) at 7:23 PM to discuss the medical, financial, credit or employment history of a particular person or corporation.
Motion out of executive session at 7:42 PM – Motion by Sandy, 2nd by Jen, carried.

For Public Comments, None.

FOR NEXT MONTH: (March 13, 2023 at 6:00 PM)

- Update on hiring

Jen made a motion to adjourn at 7:46 PM, seconded by Sandy, carried. The next meeting will be held on March 13, 2023 at 6:00 pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
March 13, 2023

The March meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:03 PM. Also present were: Jennifer Wilkinson, Barb Helak, Frank White (treasurer), Sandy Eck, Lori Kubik (via telephone) and Monica Finnigan. Director Karen Rosolowski was absent, along with Trustee Mike Morse.

We did pledge to the flag. After we reviewed the agenda, Sandy made a motion to approve it, which was seconded by Barb, and carried. Sandy made a motion to approve the February, 2023 minutes, which was seconded by Janis and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.
Frank reported:

- Meeting to start the budget was held, draft in place
- Possible minimum wage increase for an even larger increase, would affect draft budget
- Karen asked to increase the budget for books and repairs
- National Fuel has increased first $100 more than usual, now $300 more than usual, and Frank reviewed this issue and our usage increased from .9 to 1.1 and there was an increase in cost as well
- Book invoices were found and paid, accounting for the larger than usual payment this month
- Dehumidifier issue discussed.
- Next budget committee meeting 3/22 to help finalize, vote to be held 4/3 (moved up the annual meeting and monthly meeting) so that we can get it in to school ASAP.

Director's report. There is no official report to attach. Monica gave updates.

Under Old Business,

a. Fernanda has left to take a position elsewhere

Under New Business,

a.i.1. New Hires – discussion of holding a reception in greeting. Discuss next meeting. 2 people hired. Is it enough? May have Megan Schmeider to fill in as well
a.i.2. Budget Report – discussed above
a.i.3. Summer Reading Update – tell Monica to go ahead and set up Discussion of teens and adults summer reading too
a.i.4. Report on Attorney.
a.i.5. Easter Monday – meeting change? YES – to move vote up sooner for budget too. Move Up Annual Meeting

Board moves into Executive Session (motion by Jen, 2nd by Sandy) at 6:48 PM to discuss the medical, financial, credit or employment history of a particular person or corporation.
Motion out of executive session at 6:53 PM – Motion by Sandy, 2nd by Jen, carried.

Additional discussion held regarding budget, advertisement for annual meeting, date change, Sandy will call.
Barb to get petition for trustee, will also call school regarding due date.

For Public Comments, None.

FOR NEXT MONTH: (April 3, 2023 at 6:00 PM)

- Budget and Annual Meeting at 7 PM

Jen made a motion to adjourn at 7:01 PM, seconded by Sandy, carried. The next meeting will be held on April 3, 2023 at 6:00 pm in the Library, followed by annual meeting at 7 PM.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
April 3, 2023

The April meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:03 PM. Also present were: Jennifer Wilkinson, Sandy Eck, Frank White (treasurer), Monica Finnigan, and Lori Kubik. Mike Morse, Barb Helak, and Karen Rosolowski was absent.

We did pledge to the flag. After we reviewed the agenda, Sandy made a motion to approve it, which was seconded by Lori and carried. Sandy made a motion to approve the March, 2023 minutes, which was seconded by Janis and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- 3% increase in the budget is proposed. Major increase is the cost increase for employees due to the increase in minimum wage. If NYS bumps it even higher then the $15 that is proposed (as they are discussing $17.25, a 25% increase!) so we are planning the best we can.
- Memorial Fund – if we use some funs there for a CD that would generate some revenue to keep the budget down
- Sandy makes a motion that $100,000 of the memorial fund be put into a CD with 5% interest or more, seconded by Lori and carried.

Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Janis and carried.

Director's report. There is no official report to attach. Monica updated that Karen had communicated that the Library should participate in Founder's Day and that Monica should attend the Zoom meeting for the New Search System for OOWL.

Under Old Business,

a. Budget Report. – done above
b. New Hires – Reception? – Board will provide a reception for all employees as part of the May 8, 2023 meeting. Jen to make invitations, Sandy to coordinate the food, etc.

Under New Business,

a. Board Presidency Change – part of the annual meeting that follows the regular meeting
b. Attorney Update

For Public Comments, no comments.

Jen made a motion to adjourn at 6:55 PM, seconded by Lori, carried. The next meeting will be held on May 8, 2023 at 6:00pm in the Library.

The Annual Meeting Followed the Regular Board Meeting.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

ANNUAL 2023 MEETING
April 3, 2023 at 7:00 PM

Call to Order: 7:01 PM

The April 2023 **Annual** meeting of the Board of Trustees was held In Person at the Library, at 7:00 PM. Present were: Janis Hempel, Jennifer Wilkinson, Sandy Eck, Frank White (treasurer), Monica Finnigan, and Lori Kubik. Mike Morse, Barb Helak and Karen Rosolowski were absent.

Director's Annual report (No year in review Annual Report this year due to director situation**).**

New Business,

a. Election of Officers
   Nominations were called and seconded, accepted, and carried.
   President – Sandy Eck (we need to add Sandy to bank account for authorization to sign checks)
   VP – Janis Hempel
   Secretary – Jennifer Wilkinson
   Treasurer – Frank White
b. Budget Discussion - Approval of Budget
   Jen moved to approve the budget, Sandy seconded, and the budget was carried
   We will draft a letter sending to the school
   (It was an increase of 3% over last year)
c. Board Member Petition – for Barb - has been filled out and will also be submitted to the school
d. Salute to Monica for extraordinary service during a very difficult and unpredictable year

For Public Comments, no comments.

Jen made a motion to adjourn at 7:22 PM, seconded by Lori, carried.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
May 8, 2023

The May meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM, after our reception for employees. President Sandy Eck called the meeting to order at 6:12 PM. Also present were: Jennifer Wilkinson, Janis Hempel, Frank White (treasurer – briefly, and then he left for another appointment), Monica Finnigan, Lori Kubik, Mike Morse, and Barb Helak. Karen Rosolowski was absent.

We did pledge to the flag. After we reviewed the agenda, Barb made a motion to approve it, which was seconded by Lori and carried. Barb made a motion to approve the April, 2023 minutes, which was seconded by Mike and carried.

Rachel reviewed with the Board the additional responsibilities she has covered whil eht edirector has been absent, including: promotional materials, updating facebook and the website, assisting Monica with special projects, being the "IT person" for the library.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- Reports reviewed

Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Lori and carried.

Director's report. There is no official report to attach. Sandy reminded all to do our "CLE"s and give Jen the certificates.

Under Old Business,

a. Library Budget – Meeting with Dr. Illg – Jen met with the superintendent, he offered to help the library in any way he can. JMW suggested perhaps he can add that we are looking for trustees in a school
b. New Book Ordering - discussion - local authors discussion

Under New Business,

a. Monica – past and future programs – trivia, summer reading, health fair at school, 2 more story times before summer, building power-washed, flower beds need work (reach out to school for community service kids who need it), All Together Now Bees theme; working on annual report; guest speaker at story time
b. Monica Report on new employees – going well, enough people at this time

For Public Comments: Lori B – question on restarting a book club, one will be restarting in September.

Board moves into Executive Session (motion by Jen, 2nd by Sandy) at 6:54 PM to discuss the medical, financial, credit or employment history of a particular person or corporation.
Motion out of executive session at 7:23 PM – Motion by Barb, 2nd by Sandy, carried.

Additional discussion held regarding a Motion to move Rachel to Senior Clerk for increased IT duties and Increased promotional duties, with an increase in pay to $15.50/hour. Motion by Jen, 2nd by Lori, carried.

Jen made a motion to adjourn at 7:33 PM, seconded by Lori, carried. The next meeting will be held on June 12, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
June 12, 2023

The June meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Sandy Eck called the meeting to order at 6:03 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Monica Finnigan, Lori Kubik (at 6:08 PM), Barb Helak, and member of the public Scott Beck who is considering joining the Board. Absent was Janis Hempel and Mike Morse.

We did pledge to the flag. After 6:08 PM (with a quorum present) we reviewed the agenda, Barb made a motion to approve it, which was seconded by Lori and carried. Barb made a motion to approve the May, 2023 minutes, which was seconded by Lori and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- Reports reviewed
- Discussion re: Newspapers issue – Motion made for Frank to be authorized to deal with Newspapers for delivery/credit and any other changes necessary. Motion by Jen, seconded by Sandy – carried.
- Discussion re: Bodart books issues – Motion made for Frank to be authorized to clear up our account(s) with Bodart. Motion by Jen, seconded by Sandy – carried.
- Discussion re: Bank Account Authorized Signors – need to add Sandy Eck as President for ability to sign. (Frank and Janis are currently on the accounts). Frank will see if a letter is necessary (JMW has a copy of the letter from 2019 that added Karen to the accounts if needed). Motion by Jen, seconded by Lori – carried.
- Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. There is no official report to attach.
Monica gave an update on programs and summer reading – registration is June 22nd. There is a Summer Reading Program (and prizes!) for all age groups.
2 coloring events (adults and kids) went well – teens will be June 17th with donuts.
Monica has programs of painting rocks, adult game night of Bingo, Teen tye-dye tote bags, and other programming for summer. Hand outs available!

Under Old Business,

a. Sandy reminded all to do our "CLE"s and give Jen the certificates. We need to do 2 hours in a year.
    a. One topic is evaluations of directors – JMW has a packet from prior discussions on this issue and will pull it out for future meeting(s) as it may be helpful in our hiring process
b. Lori and Sandy's updated Oaths of Office signed and ready to be filed with the County Clerk – JMW will file., waiting on Janis to sign Sandy's
c. New Book Ordering - discussion - local authors discussion – Barb will "run with it"

Under New Business,

a. Hiring committee for new director discussed.
    i. Can reuse some of the stuff form 4 years ago
    ii. Sick leave amount revised per the law

iii. Hiring committee Stu, Janis, Barb, Mike, Sandy, Lori, Jen (?)
iv. JMW to get some more information regarding civil service from HR for the County

b. Congratulations Barb on your election! Have Barb sign new/updated Oath of Office for filing with the Clerk's Office – complete and JMW will deliver to clerk

NOTE: at this time we have:

1. Sandy(Pres) (term # 1 running from 7/1/2021 to June 30, 2026.)
2. Janis (VP) (term #2+, running from 7/1/19 date to June 30, 2024).
3. Jen (Sec) (Term #2, running from July 1, 2022 to June 30, 2027).
4. Mike (Term #2+ running from 7/1/2020 to June 30, 2025).
5. Lori (Term #1, running from 7/1/2021 to June 30, 2026).
6. Barb (Term #1 running from 7/1/23 to June 30, 2028).
7. Vacant if we can get an interim person they will then run for the term next May (Term running from 7/1/2024 to June 30, 2029).
8. We can have more trustee positions, and that would be helpful to get a quorum! And for additional input from the Community we serve!

c. Friends of the Library – Barb has the names for more folks interested and will reach out to Chris Kipfer and others.
d. Review Audit/Approve – we discussed the 2020 AUD and how it needs the approval but is set up for Karen to sign. Sandy will reach out and follow up.
e. Hire CPA for 2020 to present Audits.
    i. Discussion re options
    ii. Motion to hire J. Napieralski, CPA, approval to sign retainer: motion by Lori, Seconded by Barb – carried.

For Public Comments: discussion with Scott Beck re: please com back, and if he is interested in being on the board we can go through an appointment process until the next election (May, 2024).

Jen made a motion to adjourn at 7:16 PM, seconded by Sandy, carried. The next meeting will be held on July 10, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
July 10, 2023

The July meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM for training and at 7:00 for the meeting itself. President Sandy Eck called the meeting to order at 7:03 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Janis Hempel, Mike Morse Barb Helak, and member of the public Scott Beck who is considering joining the Board. Absent was Monica Finnigan.

We did pledge to the flag. We reviewed the agenda, Jen made a motion to approve it, which was seconded by Barb and carried. Barb made a motion to approve the June, 2023 minutes, which was seconded by Lori and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- Reports reviewed
- Discussion re: computer updates – need to work to formulate a replacement plan/budget – need to add to list to work with new director (once we find one) to formulate a technology update/upgrade plan and budget for same.
- Discussion re: Friends bank account vs. the "friends" account that is library monies we got FROM the friends and the need to clarify. Will work to see if we have any old documents that may help the friends group. Discussion on whether they are a 501©(3) or what/how they operate so as to point them in the right direction.
- Sandy made a motion to accept treasure's report and expenditures and approve them, which was seconded by Mike and carried.

Director's report. See attached report from Monica who is managing due to lack of director - update on programs and summer reading – registration was June 22nd and went well. There is a Summer Reading Program (and prizes!) for all age groups.
Monica has programs of painting rocks, adult game night of Bingo, Teen tye-dye tote bags, and other programming for summer. Also doing "pop-up" events to get more people in!

Under Old Business,

a. Sandy reminded all to do our "CLE"s and harassment trainings give Jen the certificates. We need to do 2 hours in a year.
    a. Everyone got 1 hours tonight and will print their e-mails from Ron to give to Jen to put into the binder
b. New Book Ordering - local authors discussion – Barb has "run with it" and has contacted several local authors and has books coming in. Plan is to put up a display at end of summer/beginning of fall with the collection, and to have a special "Local Author" designation or sticker of some kind to have on the books
c. Friends of the Library – they are working to regroup – discussion re: the legal structure of the Friends and how they may need to have a meeting to elect new officers and then fix their Keybank account, etc. Barb will continue to work with folks and Jen has offered to help discuss the legalities of how they need to move forward – Does the library have any old paperwork that would help us to know what kind of structure they had? We will need to look.
d. Hiring Committee – a 2nd applicant came in – do we need to call to to advise we extended the deadline until August? (Sandy will call to follow-up)
    a. If we want to advertise on Indeed we will need to create an account, and that would mean a new e-mail for the library, etc. Sandy will call Civil Service and see if there is anything they can do for advertising for us, or if they cannot help, then do we want to move forward with making a new account?

e. CPA – Sandy signed the retainers for the three years to be audited. Frank will put the information he has pulled onto a t thumb drive for the CPA and we will advise him when it is all ready and he will pick it up

Under New Business,

a. Sign Up for the Fair – Project Read – the Library received correspondence requesting assistance at the Project Read Booth for the Fair on Thursday August 17th. Sandy will mail in our form with our volunteers.
b. Memorial Fund – discussion on new donation via memorial – desire to reach out to family and say think you. Discussion on possible use to assist with the computer/technology update.
c. Tonight's training – discussed – e-mail confirmation to be given to Jen
d. Civil Service update – JMW met with the Civil Service folks at the County and the library has not been updated since 1998/1999. Jen to work with Frank and Barb to get 426 forms drafted to get all the prior folks out of their positions and to put the current folks into the correct positions. If Civil Service testing, etc. is needed they will help the Library with what we need.
e. Change of Date for August Meeting due to vacations/etc. and needing to have quorum. Sandy will advertise. Next meeting August 7th at 6 PM.

Follow-up at August Meeting:

- Sandy on all Library Accounts as signor now?
- Harassment training – who is done and who do we have left? I have 2022 from Jen and Sandy – no one has done the 2023 yet.
- Vacant Position – Scott Beck want to fill it? An interim person can fill by appointment, and they will then run for the term next May (Term running from 7/1/2024 to June 30, 2029)
- We can have more trustee positions, and that would be helpful to get a quorum! And for additional input from the Community we serve!
- Keys from Karen
- Systems Access Confidentiality of Records
- Policies – employee handbook?
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For Public Comments: discussion with Scott Beck re: please come again. If he is interested in being on the board we can go through an appointment process until the next election (May, 2024).

Board moves into Executive Session (motion by Jen, 2nd by Sandy) at 8:03 PM to discuss the medical, financial, credit or employment history of a particular person or corporation.
Motion out of executive session at 8:19 PM – Motion by Barb, 2nd by Sandy.

Come out of executive session and Jen make motion to increase stipend of Monica from $100/week to $200/week due to the increase in the duties Monica has managing the library due to the resignation of the director. Increase retroactive to the date of prior director's resignation. 2nd by Barb, and carried.

Jen made a motion to adjourn at 8:23 PM, seconded by Sandy, carried. The next meeting will be held on August 7, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
August 7, 2023

The August meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Sandy Eck called the meeting to order at 6:01 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Janis Hempel, Mike Morse, Barb Helak, Monica Finnigan and members of the public Scott Beck who is considering joining the Board, Rob Tompson and Katie Kennedy. Absent was n/a.

We did pledge to the flag. We reviewed the agenda, Barb made a motion to approve it, which was seconded by Lori and carried. Mike made a motion to approve the July, 2023 minutes, which was seconded by Barb and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- Reports reviewed
- Discussion re: information ready for the CPA
- Discussion re: computer updates – need to work to formulate a replacement plan/budget – need to add to list to work with new director (once we find one) to formulate a technology update/upgrade plan and budget for same. Frank indicated that Matthew from OOWL came out and ours are all 9 years old and that they can help us recycle the old ones. Discussion re: using a bequest for computers.
- Discussion re: security system update
- Janis made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. Report from Monica who is managing due to lack of director - update on programs and summer reading –There is a Summer Reading Program (and prizes!) for all age groups 31 adults, 5 teens and 39 kids registered. Upcoming Book Club by genera and discussions. Planning Halloween Trivia and another adult bingo event.

Under Old Business,

a. Sandy reminded all to do our "CLE"s and harassment trainings give Jen the certificates. We need to do 2 hours in a year.
    a. Everyone got 1 hour in July – Jen will place certificate in Binder
    b. Jen and Frank did the Sexual Harassment training. All employees of the library have done their training per Monica
b. Systems Access and Confidentiality Policy reviewed and adopted – JMW make motion to adopt, second by Sandy, carried.
c. New Book Ordering - local authors discussion – Barb has "run with it" and has books. Monica to put up a display at end of summer/beginning of fall with the collection, and to have a special "Local Author" designation or sticker of some kind to have on the books, Monica will have Rachel add to website and do FB promos, etc.
d. Friends of the Library – they are working to regroup – Need to review: the legal structure of the Friends and how they may need to have a meeting to elect new officers and then fix their Keybank account, etc. Barb will continue to work with folks and Jen has offered to help discuss the legalities of how they need to move forward – Does the library have any old paperwork that would help us to know what kind of structure they had (No, not that we found).
e. Hiring Committee – New Advertisement - Sandy will call to follow-up, 2 potential interviews fell through
f. Civil Service Update – Barb has gotten dates to Jen, who needs to do the paperwork. Barb to get 426 forms drafted to get all the prior folks out of their positions and to put the current folks into the

correct positions. If Civil Service testing, etc. is needed they will help the Library with what we need.

g. Sign Up for the Fair – Project Read – the Library received correspondence requesting assistance at the Project Read Booth for the Fair on Thursday August 17th. Sandy will mail in our form with our volunteers
h. Policy Handbook – need to follow-up with Ron and to look at the one we worked on with Karen

Under New Business,

a. Memorial Fund – discussion on new donation via memorial – desire to reach out to family and say think you. Discussion on possible use to assist with the computer/technology update.
b. training – e-mail confirmation will be filed by Jen
c. JMW to create phone tree list for Board and Employees.
d. Karen, Keys
e. Board Goals and Long Range Plans (including computer update)
    i. From 2020: employee policy handbook – need to be completed
    ii. Construction Grand Applications by director for windows, etc. & computer plan/replacement/etc.
    iii. .Financial Audit → has begun thanks to Frank gathering the info
    iv. Discussion of committees we need, once we get a director we will form Audit, Budget, policy handbook, and any others

Follow-up at September Meeting:

- Sandy on all Library Accounts as signor now?
- Harassment training – who is done and who do we have left?
- Vacant Position – Scott Beck to fill it- An interim person can fill by appointment, and they will then run in the election for the term next May (Term running from 7/1/2024 to June 30, 2029)
- Upkeep for the donor wall
- Do we need to move October Meeting due to the Holiday?

For Public Comments: - thanks for coming!

Jen made a motion to adjourn at 6:49 PM, seconded by Barb, carried. The next meeting will be held on September 11, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
September 11, 2023

The September meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Sandy Eck called the meeting to order at 5:59 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Janis Hempel, Monica Finnigan, Barb Helak, Scott Beck and member of the public Katie Kennedy who is considering joining the Board. Absent was Mike Morse and Lori Kubik.

We did pledge to the flag. We reviewed the agenda, Barb made a motion to approve it, which was seconded by Jen and carried. Barb made a motion to approve the August, 2023 minutes, which was seconded by Janis and carried. Scott Beck was sworn in as a Board Trustee.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- Reports reviewed
- Discussion re: updates – need to update accounts with Sandy and new director
- Discussion re: CDs, CPA, Tax Cap Forms.
- Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Barb and carried.

Director's report. See attached report from Monica who is managing due to lack of director - update on story time. Friends of the library meeting coming up – Frank has the checkbook. Book Club 9/28, sit and stitch 9/30, Bingo and Trivia prizes, Gardener volunteers, Scarecrow Competition, Great Give Back, Andrea leaving, need to hire, newsletter for fall

Under Old Business,

a. Sandy reminded all to do our "CLE"s and harassment trainings give Jen the certificates. We need to do 2 hours in a year.
b. New Book Ordering - local authors discussion – display coming
c. Friends of the Library – need suggested projects.
d. Interview Committee – review candidates, discuss insurance
e. Civil Service Update

Under New Business,

a. Memorial Fund. – Mural idea discussed
b. Personnel Committee to update policies, etc. – needs to update with new director
c. Board of Trustee phone list update – Jen – almost finished
d. Board Goals – Long Range Plans & Computer Update
e. Mural – art department interest

For Public Comments: n/a

Jen made a motion to adjourn at 7:06 PM, seconded by Barb, carried. The next meeting will be held on October 9, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
October 9, 2023

The October meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Sandy Eck called the meeting to order at 6:00 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Monica Finnigan, Barb Helak, Scott Beck and member of the public Katie Kennedy who is considering joining the Board. Absent was Mike Morse and Janis Hempel.

We did pledge to the flag. We reviewed the agenda, Barb made a motion to approve it, which was seconded by Scott and carried. Scott made a motion to approve the August, 2023 minutes, which was seconded by Barb and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- Reports reviewed
- Discussion re: updates – need to update accounts with Sandy and new director, may be able to do next week
- Discussion re: Tax Cap Forms, Deferred Compensation, Minimum wage increase for 2024, CPA starting audit.
- Discussion re: possible CD with memorial funds (portion of them)
- Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. Monica, who is managing due to lack of director, gave update

- 1st book club had 14 people, mystery for October
- Sit and Stitch had 12 people for first meeting
- New Director – reception or open house?
- Local Author Display is up
- Scarecrow "Edgar Allen" to be put together this week
- We had a new clerk hired since one left
- Great Give Back 10/21 to 11/4, advertised system-wide and locally on Facebook and with signs in the library, donations will go to food pantry in Attica

Under Old Business,

a. Sandy reminded all to do our "CLE"s and harassment trainings give Jen the certificates. We need to do 2 hours in a year. Barb has done her harassment training but could not print a certificate – JMW will note in the binder it is completed as she supplied her notes from the seminar
b. New Book Ordering - local authors – display up
c. Friends of the Library – meeting next week.
d. Civil Service – almost done with new 426 forms, JMW meeting with Frank next week to finish
e. Phone and e-mail list draft completed – needs tweaking and then can finalize
f. Memorial Fund – Ann Rupert – Mural idea discussed
g. Board Goals and Long Range Plans – discussed – computer update 9 machines need update

Under New Business,

a. Personnel Committee to update policies, etc. – needs to update with new director – JMW will supply what she has and we will work to update
b. New director!

For Public Comments: n/a

Barb made a motion to adjourn at 6:54 PM, seconded by Jen, carried. The next meeting will be held on November 13, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
November 13, 2023

The November meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Sandy Eck called the meeting to order at 6:00 PM. Also present were: new Director Felicia Cecere, Jennifer Wilkinson, Frank White (treasurer), Mike Morse, Lori Kubik, Monica Finnigan, Barb Helak, Scott Beck, Janis Hempel and Katie Kennedy. Absent was no one.

We did pledge to the flag. We reviewed the agenda, Barb made a motion to approve it, which was seconded by Jen and carried. Lori made a motion to approve the October, 2023 minutes, which was seconded by Mike and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- CPA requested more documents from 2021 and 2022, sent what we did have "as billed", etc.
- Reports reviewed
- Discussion re: snowplowing – full amount paid out
- Telecommunications - follow-up to ensure phone works
- Heat – repair man to come this week – more bills will be coming
- Buffalo News has not delivered the paper wince April, so we will not pay any bill that comes in for a service we did not receive
- Snow plow person will shovel the back ramp.
- Katie made a motion to accept treasure's report and expenditures and approve them, which was seconded by Janis and carried.

Director's report.

- Monica:
    - Adult Bingo went well
    - Crochet went well
    - Edgar Allen Scarecrow went well
    - Great Give Back Personal Care Items - delivered
- Felica's First Report: (attached)
    - Meeting with George
    - Found 2019 policies
        - Halfway through
        - Pandemic response
        - Review at December meeting is the hope
        - Personnel and Finance committees needed
        - Already have staffing needs, short staffed and need to go over protocols, employee handbook needed
        - Finance Committee Purchasing limits and updates
            - Need a committee
        - Computers updates needed
        - Draft survey
        - Waste Management Quote is a lot more, but it is weekly garbage and recycling – we have a lot of recycling
        - Met with Friends of the Library, 2 came, 6 committee committee members, need people to commit and they seemed ready and on board
        - Staffing, meeting, e-mail to staff, 1st monthly meeting this Friday
        - Settling in
        - She is here 9 to 5, hours same until we have more staffing

Under Old Business,

a. Sandy reminded all to do our "CLE"s and harassment trainings give Jen the certificates. We need to do 2 hours in a year. Barb has done her harassment training but could not print a certificate – JMW will note in the binder it is completed as she supplied her notes from the seminar

2023	Sex Harassment and Discrimination	online	
Scott Beck		"	10/20/2023
Barb Helak		"	October, 2023
Jen Wilkinson		"	7/16/2023
Sandy Eck		"	August, 2023
Mike Morse			
Lori Kubik			
Janis Hempel			11/12/2023
Frank White			7/4/2023
Katie Kennedy			Will send in certificate

b. Author Display – more in spring
c. Civil Service – almost done with new 426 forms, JMW meeting with Frank next week to finish
d. Phone and e-mail list draft completed – needs tweaking to add Katie and then can print
e. Memorial Fund – Ann Rupert – Mural idea discussed – circulation desk – more secure, modular, storage, etc. – Demco – 1 work station for staff off the floor – hours on and off the desk – configuration change – recognition, plaque
    a. Finance committee
    b. Large donation to make it grow
    c. Ideas
f. Board Goals and Long Range Plans – discussed – computer update 9 machines need update
    a. Personnel handbook
    b. Construction grant application – driveway, parking lot, signs, handicap signs
    c.
g. Personnel Committee

Under New Business,

a. Holidays schedule

For Public Comments: n/a

Barb made a motion to adjourn at 6:54 PM, seconded by Jen, carried. The next meeting will be held on December 11, 2023 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
December 11, 2023

The December meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Sandy Eck called the meeting to order at 6:00 PM. Also present were: Director Felicia Cecere, Jennifer Wilkinson, Frank White (treasurer), Mike Morse, Monica Finnigan, Barb Helak, Janis Hempel and Katie Kennedy. Absent was Lori Kubik and Scott Beck.

We did pledge to the flag.

Executive Session was held for discussion of Wages for specific employees and Christmas Bonuses. Various board members recused themselves for discussion regarding related employees.
Move out of executive session 6:17 pm:
Vote:

- Monica to Asst. Director
- Wage and Salary Increase – as on the sheet provided by the director
- Bonus – as on sheet provided by the director
- Barb motion all 3, and Sandy 2nd
- Passed all 3, with abstentions from Mike and Jen on related employees
-

We reviewed the agenda, Jen made a motion to approve it, which was seconded by Katie and carried. Katie made a motion to approve the November, 2023 minutes, which was seconded by Barb and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report.

- Reports reviewed
- Telecommunications - follow-up to ensure phone works – works now
- Got first check from Attica.
- No update from CPA, he has all the papers
- Casella quote → 96 gallon garbage (we have) for recycle 64 gallon tote, total $42/month → tax exempt (better deal than our current bill)
- Mike made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report.

- Hours for 2024 to start 1/2/24:
  - M/W 10-5
  - Tue/ Th 10-7
  - Fri/Sat 10-2
- Computers – working with OWWL
- Sensory grant for children's room - sent
- Community survey – comments received and ready to send
- Notary class for Felicia
- AED grant – director will research
- Committees met, updates provided
- Mission Statement – votes and will
- Demco Quote for circulation desk; 9-10 weeks;
  - **Motion** to approve Demco quote → Barb made the motion to move forward with the quote, Sandy second - carried
- **Motion** Intern – approve intern with stipend Jen mad the motion, Katie second, carried

Under Old Business,

a. Phone list passed out
b. Computers, see director's report above

Under New Business,

a. Accrued PTO – discussion on how to do calculation, need to review the last check stubs from when Karen was here, then will come up with a plan next month at the next meeting
b. Student Intern – motion above
c. Circulation desk – motion above
d. Update on personnel and Finance Committee
    a. Next date for personnel January 17 @ 6:00 PM
    b. Next date for finance January 23 @ 6:00 PM
    c. Felicia and Jen will meet with Attica school re: budget in January

For Public Comments: n/a

Jen made a motion to adjourn at 7:01 PM, seconded by Mike, carried. The next meeting will be held on January 8, 2024 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary