Stevens Memorial Community Library
Minutes of the Board of Trustees
January 8, 2024

The January 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: Director Felicia Cecere, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Scott Beck Monica Finnigan, Barb Helak, Janis Hempel and Katie Kennedy. Absent was Mike Morse.

We did pledge to the flag.

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

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

- Reports reviewed
- Fundraising account needs move
- CDs to renew → renew at 5%, motion to renew by Jen, seconded by Katie – carried
- Application for Felicia to be on Heartland
- Issue with heartland late payment
- Barb made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. (attached).

- Phone fixed; Messages being fixed
- Recycling bin here
- Fax machine work in progress
- Hour change seems to be going well
- Fridays open til 5? Discussions happening.
- Will open for Saturdays in the Summer
- Community survey 35 responses, want to be open more, rotate Saturdays
- Summer reading, 1 performer magician of NYC already booked
- 3 summer programs (kids, teens, adults) – want prepped by March
- Feb 3rd, take your child to the library day! Mini golf fun,
- stuffed animal sleepover, Feb 2nd to the 3rd (story time); Board games for families, start advertising soon!
- Eclipse Monday April 8th; Attica half day, most libraries in the system are closing (will do the program the week before)
- New folks started January 2nd
- Had meeting with superintendent
- Notary class to offer services here
- Grants discussion
- Forward link re: covid tests

Vote: Motion by Jen hire Chloe at minimum wage, Lori second and motion carried

Under Old Business,

a. Computer update process – NYS contract went through and we should be able to order soon
b. Personnel and Finance Committee meeting dates - reminders
c. Accrued PTO – update on information from pay stubs – Work In Progress

d. Grants – update provided
e. Sexual Harassment Training → new for 2024
f. CLEs (2 hours of training) – for 2024
g. Community survey update – 35 so far, try to get more

Under New Business,

a. New hire proposal – voted on above
b. Meeting dates – handout? -

For Public Comments: n/a

Jen made a motion to adjourn at 6:44 PM, seconded by Barb, carried.

The next meeting will be held on February 12, 2024 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
February 12, 2024

The February 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), , Scott Beck, Lori Kubik, Monica Finnigan, Barb Helak, Janis Hempel and Katie Kennedy. Absent was Mike Morse, Director Felicia Cecere.

We did pledge to the flag.

We reviewed the agenda, Barb made a motion to approve it, which was seconded by Katie and carried.
Scott made a motion to approve the January, 2024 minutes, which was seconded by Lori and carried.

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

- Reports reviewed
- Salaries, note: 3 pay periods, increased minimum wage
- Casella quote and issue – hold off on payment until we get answers
    - New place in penny saver?
    - Barb motion, 2nd by Sandy

Director's report. (attached).

- Finance and personnel committees
- Carpeting vs. non-skid? She will advise
- New desk – looks great!
- Budget to be discussed in finance ASAP
- Snow days – keep policy
- Staff meetings
- Help with trainings for staff and the board

Under Old Business,

a. Computer update process – Frank Ordered 3, they made it to OWWL for prep
b. Personnel and Finance Committee meeting dates – need dates
c. Accrued PTO – update on information from pay stubs – Work In Progress – got numbers and
d. Grants – update provided in report, sensory turned in
e. Sexual Harassment Training → new for 2024 (we will do one here)
f. CLEs (2 hours of training) – for 2024
g. Closing of eclipse day

Under New Business,

a. Trainings: Sandy provides highlights
    i. Develop policy?
    ii. Social Media Policy
b. Meeting Dates
    i. March 11
    ii. April 8 – eclipse date – moved to April 15 – also Annual Meeting – print in Penny-saver
    iii. May 13
    iv. June 10

v. July 8
vi. – August 12
vii. September 9
viii. October 14 – holiday – leave that date for now, address as it nears
ix. November 11 – veterans day – leave for now, will address as it nears
x. December 9th

For Public Comments: n/a

No public attended.

- Discussion of a complaint presented to a Board Member while in Tops: They want the library opened later
- Response: Please come to the meetings and/or send a letter to the library to open a discussion on the issue wherein a response can be sent

Sandy made a motion to adjourn at 6:44 PM, seconded by Katie, carried.

The next meeting will be held on March 11th at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
March 11, 2024

The March 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), , Scott Beck, Lori Kubik, Mike Morse, Director Felicia Cecere, Monica Finnigan, Janis Hempel and Katie Kennedy. Absent was Barb Helak.

We did pledge to the flag.

We reviewed the agenda, Katie made a motion to approve it, which was seconded by Mike and carried. Lori made a motion to approve the February, 2024 minutes, which was seconded by Sandy and carried.

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

- Reports reviewed
- Paperwork will be redesigned so to make it easier for Annual Report from feedback from CPA
    - New templates
    - Quickbooks merging
- 3 new computers in and working well
- Memorial Funds transferring for authorized memorial expenditures that came out of the general operating fund
- Expecting payment from Attica School and Village of Alexander and perhaps Town of Darien
- Heartland $120 per payroll – can we get better?
- Reevaluate contract with Warrens
- Approve Expenditures, Jen move, Scott second, and carried.

Director's report. (attached).

- 2/27/24 meeting with CPA
- OWWL Wyoming County Liaison
- Financial Documents to be reviewed
- Friends doing well, requesting funding
- Finance Meeting – Budget Proposal
    - Move to approve the budget and send it to the school → 3% increase to keep as low as we can with the increased amount in payroll; Moved by Jen, second by Lori, carried
- Personnel Committee 19th at 6:00 PM for the 4 year plan;
- We need a Building and Grounds Committee → Felicia, George, Jen, Scott, Katie & Frank
- Programing –
    - 15 for Adult Paint Night, went well (interest in Friends of the Library)
    - Art of Science and Glass
    - March 19th at 4:00 → Arts programming
- Survey
    - Struggle with the youth demographics
- Resident Card vs. Non-Resident Card
    - Non-Resident Fee $40/year currently – lower it?
    - Or proof you work in Attica
    - Alexander, Darien – Free since they contribute to the budget? Address at next meeting?
    - No card needed to engage in the programming
- Collection → new books & new movies
- Tech workshops in April
- Run another survey next year

- Year in Review document
- Staff and Board Training May 24, 2023 ALL DAY
    - Can we add Mental Health First Aid Training?
- Update newsletter sheet
- Annual Report Done
- Summer Reading list coming soon!
- $10,000 grant for LTC access from ALA – guidelines, webinars
    - Need 1 community roundtable
    - We need at least 3 people to show up
- Fine Free Library
    - VOTE: Motion to approve Sandy, Janis second, carried
- Personnel Handbook
    - VOTE: Jen motion, Katie second, carried
- Summer Reading $2,000 programming
    - Sandy motion, Lori, second, carried
- Want to get dumpster quotes
    - Will explore other places
- Grants

Under Old Business,

a. Computer update process – 3 are in
b. Personnel and Finance Committee meeting dates – dates set
c. Accrued PTO – have the numbers, need to cut checks
d. Grants – update provided in report, sensory happening!
e. Sexual Harassment Training → new for 2024 (we will do one here May 24th)
f. CLEs (2 hours of training) – for 2024 → we can attend the training with the staff maybe on the May 24th

Under New Business,

a. Approvals:
    a. Policy and procedure
    b. Annual report (not yet)
    c. Move funds
    d. Approval of sign for circulation desk
    e. Approval of budget

For Public Comments: n/a

No public attended.

Motion to executive session Sandy, Katie 6:55 PM
Out – Janis and Scott
Jen made a motion to adjourn at 7:04 PM, seconded by Katie, carried.

The next meeting will be held on April 15th at 6:00pm in the Library., 5:00 for Finance, 7:00 for Annual Meeting

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
April 15, 2024

The April 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, Janis Hemple, Scott Beck, Katie Kennedy, Frank White (treasurer), and Felicia Cecere. Mike Morse, Barb Helak, and Lori Kubik was absent.

We did pledge to the flag. After we reviewed the agenda, Scot made a motion to approve it, which was seconded by Katie and carried. Katie made a motion to approve the March, 2024 minutes, which was seconded by Sandy and carried.

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

- Breaking up payroll by month per the CPA conversations
- More consistent instead of by pay period
- Will update past records too
- Moved the funds for clerks' desk, books, summer reading
- Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Scott and carried.

Director's report. Attached.

- Shredding and filing
- Programming in the shed, book sales out there
- Aunt Flo
- Seed library
- Monthly stats
- Grant
    - Roundtable
    - Vintage cow library board
    - Donations:
    - Vintage cow donations
    - Author's note in Medina
    - Friends Programming
- Audio Books – play aways – new programming on how to use them
    - New advertising, summer reading
    - 1st delivery coming soon
    - WonderBooks – looking at options
- Another grant – communication board
    - Should arrive before summer reading
    - Tour children's hospital autism center – Galisano
    - Webinars
- Long Range Plan – **Personnel Meeting April 22nd at 7 PM**
    - Still talking to civil service
- Finance Meeting met tonight
    - Non-resident fee – propose
        - Darien/Alexander = free
        - $20/card/year
        - $30/family/year

        - $12 for 3 months
        - Sandy motion to approve non-resident fee, Janis second, carried
        - Add policy
        - **Finance/ Building and Grounds: Next Meeting on May 13, 2024 at 5:30 PM**
- Donations can be made online!
    - It is live
    - No fee
    - Library platform
- VOTE to approve annual Report → Jen motion to approve annual Report, Sandy Second, Carried

Under Old Business,

a. Committee meeting dates (above)
    a. To-Do list for the Building and Grounds/Finance
b. Grant – see above
c. Sexual Harassment Training – online or May 24, 2024
d. 2 hours training
e. Desk sign is installed – working on the background for the plaque that is there

Under New Business,

a. Approval of annual report – done
b. Board of trustees – need to move to 8 next month
c. Hiring part time librarian and part time custodian/maintenance
    a. $15/hour for part-time custodian/maintenance (cleaning, garbage, recycle, etc.)
    b. $17/hour librarian, part time, children's room only programming and collection development, 20-25 hours a week; reach out to librarian schools for folks looking for a position
    c. Motion for hiring and those rates: Scott motion, Katie Second, Carried

For Public Comments, no comments.

Jen made a motion to adjourn at 6:55 PM, seconded by Katie, carried. The next meeting will be held on May 13, 2023 at 6:00pm in the Library.

The Annual Meeting Followed the Regular Board Meeting.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

ANNUAL 2024 MEETING
April 15, 2023 at 7:00 PM

The April 2024 **Annual** meeting of the Board of Trustees was held In Person at the Library, at 7:00 PM. President Sandy Eck called the meeting to order at 7:00 PM. Also present were: Jennifer Wilkinson, Janis Hemple, Scott Beck, Katie Kennedy, Frank White (treasurer), and Felicia Cecere. Mike Morse, Barb Helak, and Lori Kubik was absent. Stuart Hemple was present for the public.

Director's Annual report (attached**).**

New Business,

a. Election of Officers
   Nominations were called and seconded, accepted, and carried.
   President – Sandy Eck
   VP – Katie Kennedy
   Secretary – Jennifer Wilkinson
   Treasurer – Frank White
b. Board Member Petition – for Scott and Katie - has been filled out and will also be submitted to the school

For Public Comments, no comments.

Jen made a motion to adjourn at 7:05 PM, seconded by Katie, carried.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
May 13 2024

The May meeting of the Board of Trustees was held In Person at the Library, at 6:06 PM. President Sandy Eck called the meeting to order at 6:01 PM. Also present were:, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Barb Helak Mike Morse, Director Felicia Cecere, Children's Librarian Alexis Eustice, Janis Hempel and Katie Kennedy. Absent was Scott Beck.

We did pledge to the flag.

We physically went to the Children's Room and reviewed the work there.

- Carpet issue
- Walls patched
- Ceiling tiles that need replaced
- May 28th for Carpet Install

We reviewed the agenda, Katie made a motion to approve it, which was seconded by Mike and carried.
Barb made a motion to approve the April, 2024 minutes, which was seconded by Lori and carried.

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

- Reports reviewed
- Paperwork will be redesigned so to make it easier for Annual Report from feedback from CPA
  - New templates, working better
  - Since January, each month's actual spend for FICA, etc.
- Disbursements: payments from schools are all in
- 36 Large Print books with name plates for memorial
- Barb move to approve finance reports, Janis Seconded - carried

Director's report. (attached).

- Extend Friday Hours to 10-5 as of June 1st
- Monthly stats are good!
- Staffing Hired
  - Alexis Eustice – Children's Services
  - Erin Snyder – Page
  - Alexander Bressinger – Maintenance
- Long Range Plan Informal Random Survey (survey for the door prize)
- Monthly Bingo
- Paint night, still a few seats open
- ALA Grant
- Schedule for Children's room
- 5/24 staff training date (pizza and salad); 4:00 to move books
- 5/25 to 5/29 → closed to construction
- Reopen on the 30th at 1:00 PM (1 to 7)
- Finance Committee Referral of spending for the Carnival and other items
- Carnival, June 22nd & kick off Summer Reading
  - In the parking lot
  - 6 games with little prizes
  - Food Stand
  - 150 people estimated
  - NHS kids to volunteer

- Memorial Funds
- Attica Festivals Days – open to participation
-

Under Old Business,

a. Sexual Harassment Training → new for 2024 (we will do one here May 24th)
b. CLEs (2 hours of training) – for 2024 → we can attend the training with the staff maybe on the May 24th

Under New Business,

a. Approvals:
    a. Memorial funds used as outlined as recommended by the finance committee → Sandy moved, Katie second carried
    b. Long Range Plan as recommended by the personnel committee → Jen moved, Katie Seconded, carried
b. Cataloging the memorials project
c. See the notes from Director's Updates

For Public Comments: n/a

- Positive reviews for programing
- Story time confusion
- newsletter

Jen made a motion to adjourn at 7:21 PM, seconded by Barb, carried.

The next meeting will be held on June 10th at 6:00pm in the Library., 5:00 for Finance

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
June 10, 2024

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 6:04 PM. Also present were:, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Barb Helak, Director Felicia Cecere, Janis Hempel and Katie Kennedy. Absent was Scott Beck and Mike Morse.

We did pledge to the flag.

We reviewed the agenda, Barb made a motion to approve it, which was seconded by Katie and carried.
Lori made a motion to approve the May, 2024 minutes, which was seconded by Barb and carried.

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

- Reports reviewed
- Casella to be taken out
- Pat Becker Memorial Information
- Jen move to approve finance reports, Sandy Seconded - carried

Director's report. (attached).

- Monthly stats
- ALA Grant Update
  - 2nd Roundtable
  - Need to have a 3rd Roundtable
- Summer Reading Carnival
  - June 22, 12-4
- Tracing for memorial funds (charts)
- Staff training day
  - CPR and AED Certified
  - 2 half day trainings?
- 1st Friday open til 5, slow but some people came
- DiPetrio 20K grant
  - Parking lot, repave, re-line, re-sign

Under Old Business,

A. Personnel and Finance Committee- reminder meeting dates
   a. Personnel Date: Will set via e-mail
   b. Finance date: July 8th at 5:00
B. Grant for sensory needs in children's room – update
   Felica updated on her Director Report

Under New Business,

A. Vote to approve Felicia's vacation
   a. Approve 17, 18, 20, part of 21
      i. Jen move to approve, Sandy Second - Carried
B. Oaths for Katie Kennedy and Amanda Conlin to sign. official start date July 1st.
   a. done
C. Discussion on if we want to switch to 8 trustees (and raise quorum to 5)

D. A farewell to Janis for all her dedication to Steven's Memorial Library
    a.

For Public Comments: n/a

Jen made a motion to adjourn at 6:59 PM, seconded by Barb, carried.

The next meeting will be held on July 8 at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
July 8, 2024

The July 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, Barb Helak, Mike Morse, Director Felicia Cecere, Amanda Conlin and Katie Kennedy. Absent was Frank White (treasurer), Lori Kubik. 2 public interested in the Board Membership Stu Hempel and Kim Harding attended.

We did pledge to the flag.

We reviewed the agenda, Mike made a motion to approve it, which was seconded by Barb and carried. Amanda made a motion to approve the June, 2024 minutes, which was seconded by Barb and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Frank was ill, we did review the spreadsheets.

- Reports reviewed
- Casella canceled 7/1/24
- Alex take stuff to the dump, Tuesday and Saturdays
- Jen move to approve finance reports, Sandy Seconded - carried

Director's report. (attached).

- Monthly stats, small dip
- Want 20 programs a month
- 9 people at the roundtable, liked the research we did prior to the roundtable
    - Midway-report sent
    - Final report in progress
    - Use of the room increased significantly
    - Opening of the room celebration next Friday – July 19th at 6 PM
    - Please come!
- Carnival huge success
- Wonderbooks where technology incorporated
- 30 more play-away circulated
- Stamp carving
- School tour
- Bluey – Summer Reading Wrap Up Party 11-2
-

Tax Cap Resolution

EIN Number discussion

Under Old Business,

A. Personnel and Finance Committee- reminder meeting dates
    a. Personnel Date: Will set via e-mail
    b. Finance date: August 12th at 5:00
    c. Prial, Becker Memorial, all set and spent
B. Grant for sensory needs in children's room – update
    a. Felica updated on her Director Report

Under New Business,

a. Committee – additional Members
    i. Invite to join meetings
    ii. Kim and Stu volunteer as public participants
b. Handout for upcoming programs – goals to get Board Members Attending
c. Pike Fair - sessions

Garbage – power washer needed to clean bin

For Public Comments: n/a

Jen made a motion to adjourn at 6:49 PM, seconded by Barb, carried.

The next meeting will be held on August 12 at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
August 12, 2024

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 6:02 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Director Felicia Cecere, Amanda Conlin and Katie Kennedy. Absent was Barb Helak, Mike Morse 2 public interested in the Board Membership Stu Hempel and Kim Harding attended.

We did pledge to the flag.

We reviewed the agenda, Katie made a motion to approve it, which was seconded by Amanda and carried. Amanda made a motion to approve the July, 2024 minutes, which was seconded by Lori and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Frank did review the spreadsheets.

- Reports reviewed
- Total number difference abstract and distribution sheet and Frank will find the error
- Casella canceled 7/1/24, Alex take stuff to the dump, Tuesday and Saturdays, working out OK
- ALA grant fund need to finish spending – paperwork due 9-1-24
- Jen move to approve finance reports, Sandy Seconded - carried

Director's report. (attached).

- Monthly stats, July was back up with everything
    - 3000 reference Qs, 50-65 people a day
    - 23 programs in July
    - 118 attended
    - 4 groups, 12 people meet that are not library affiliated
- Painting the reading room, paint bathrooms over the weekend
- ALA grant, money left to buy back-up supplies,
- Reapply for the grant for next year and look into having the front re-done for get some ramp up front and the electric work for our handicap doors
- Grant for Ralph C. Wilson Jr. – Felica working to apply
- Grant for inclusive collections aid – submitted for OWWL
    - Materials for all ages, disability friendly, inclusive, etc.
- Memorial Fund – spreadsheets printed –
    - General breakdown
    - Materials Sheet (small print spreadsheet)
    - Books on CD to be spent soon (about 20 every year)
    - New Play-Away are in and are ready to be processed and put out
    - Children's room – needs and outlet moved and it is complete
        - Kids are loving it
- 120 people for Bluey
    - Photos on FB
    - Donations
- Teen corner done and it is up front and they are liking it up front
    - Switch
- Spreadsheet big picture breakdown
- Tax Id Number → OWWL Lawyer helping us contact IRS and fix it
- Policies –
    - Whistleblower and Conflict of Interest forms

    - Intern forms
- Summer Reading
    - 65 adults
    - 30 teens
    - 62 kiddos
    - Final week, grand prize next week
- 100 kids from the school, 20 kids return and sign up for library cards
- Abby and Chloe did first alone programs
    - Abby, braiding, `30 people, Chloe ~20 – stamp making
- Upcoming program
    - Yoga weather affected, will try 1 more
    - Marvel movies continue
    - Sticker Making Class today
    - Journaling
    - Bugs
    - Book Club
    - Pike Fair
- Budget kit is here
- Met local directors
    - OWWL in Vertical Café in Warsaw
    - Compliments on our engagement, etc.
- Hours decrease come fall with kids who go back to school
- May reduce Friday PM shifts due to not a lot of traffic
-

Under Old Business,

A. Becker Memorial Spent

Under New Business,

    a. Anne Rupert – spend down
        i. Discussions

B. Personnel and Finance Committee- reminder meeting dates
    a. Personnel Date: August 19th at 5 PM
    b. Finance/Building and Grounds date: September 9th at 5 PM

For Public Comments: n/a

Katie made a motion to adjourn at 6:45 PM, seconded by Jen, carried.

The next meeting will be held on September 9th at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
September 9, 2024

The August meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. Vice -President Katie Kennedy called the meeting to order at 6:06 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Director Felicia Cecere, Amanda Conlin. Absent was Barb Helak, Mike Morse and Sandy Eck. 2 public interested in the Board Membership Stu Hempel and Kim Harding attended.

We did pledge to the flag.

We reviewed the agenda, Amanda made a motion to approve it, which was seconded by Katie and carried. Lori made a motion to approve the August, 2024 minutes, which was seconded by Amanda and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Frank did review the spreadsheets.

- Reports reviewed
- Jen move to approve finance reports, Katie Seconded - carried

Director's report. (attached).

- Monthly stats, July was back up with everything
  - 2087 reference Qs, 50-65 people a day
  - 14 programs
  - 118 attended
  - 4 groups
- Reapply for the grant for next year and look into having the front re-done for get some ramp up front and the electric work for our handicap doors to make it easier to get folks in for the library
- Grant for Ralph C. Wilson Jr. – Felica finished and due 16th
  - Doors, ramp as a back-up
  - Hard to get
- Memorial Fund – spreadsheets e-mailed –
    - Will get updated version
    -
- EIN – lawyer is working on it
  -
  - Whistleblower and conflict forms to be on file
- Spreadsheet big picture breakdown
- Tax Id Number → OWWL Lawyer helping us contact IRS and fix it
- Policies –
  - Whistleblower and Conflict of Interest forms
- Finance
  - Budget proposal and calculations regarding minimum wage
  - Want budget done well before March
  - 60k increase to be spread out over next several years
  - Bump Rachel up more hours and hire 1 PT, and have substitute book-keeper
    - Advertise next week
- Bid or RFP for the parking lot
- Alexander 12-1-1 Life Skills class to come 1x/week through December
  - May add it in for Attica too
  - Good outreach
- Committee meetings
- School Supply Drive – leftovers to go to school

- November- food drive and meal kit in a bag for more out-reach
    - Include the teens in the food drive for community service hours
- Lots of programming for the month
    - Lock-in – holiday themed?
- Winterfest - stations

Under Old Business,

A. New hires (see above)
B. Standard Work Day - finalized

Under New Business,

a. Next meeting date
b. Budget (see above)

For Public Comments: n/a

Exec Session at 6:44:
f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

Katie made a motion to adjourn at 7:11 PM, seconded by Jen, carried.

The next meeting will be held on October 14th at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
October 14, 2024

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 6:01 PM. Also present were: Alexis Eustice, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Barb Helak, Katie Kennedy, Mike Morse and Sandy Eck, Amanda Conlin. Absent was Director Felicia Cecere. 2 public interested in the Board Membership Stu Hempel and Kim Harding attended.

We did pledge to the flag.

We reviewed the agenda, Amanda made a motion to approve it, which was seconded by Katie and carried. Amanda made a motion to approve the September, 2024 minutes, which was seconded by Sandy and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Frank did review the spreadsheets.

- Reports reviewed
- Discussion of the employee reimbursements
- Discussions of PTO issues
- Barb move to approve finance reports, Lori Seconded – carried
-

Director's report. (attached).

- Alexis Working on list for Felica
    - Programming
    - New hire
    - Schedule (does not have time for interviewing)
- Director hiring folks discussed
    - New person, part time, open availability
    - Lives in Attica
    - Can meet with folks on new PTO policy when we have it

Under Old Business,

A. Meetings
    a. Finance, 11/4/2024
    b. Regular Board Meeting 11/4/24
    c. Personnel Meeting 11/18/24

Under New Business,

a. Garbage
b. PTO
c. Hire Assistant for Frank (Treasurer) → 2 possible folks; part-time person
    i. Frank using approx. 18 hours a week
    ii. How much for new person? 5-10 hours
    iii. Then they can split time
    iv. Interview – Frank, Sandy, Amanda & Katie
        1. Amanda will set up the interview date/time
        2. Approve hiring of part-time asst. treasure, @ min wage 5-10 hours/week to start – Jen motion, Amanda 2nd, carried

d. Employee reimbursements
e. New Hire Packet – Frank will dig up – Alexis will text
    i. 426 form
f. Thank you cards for Memorial?
    i. Send something to the family? Type a list and send it?

For Public Comments: n/a

Exec Session at 6:50 pm:
f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

Katie made a motion to adjourn at 7:45 PM, seconded by Jen, carried.

The next meeting will be held on November 4th at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
November 4, 2024

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: ~~Alexis Eustice~~, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Barb Helak, Katie Kennedy, Mike Morse and Sandy Eck, Amanda Conlin. Absent was Director Felicia Cecere. 2 public interested in the Board Membership Stu Hempel and ~~Kim Harding~~ attended.

We did pledge to the flag.

We reviewed the agenda, Mike made a motion to approve it, which was seconded by Barb and carried. Amanda made a motion to approve the October, 2024 minutes, which was seconded by Katie and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Frank did review the spreadsheets.

- Reports reviewed
- Jacob Seiferth on report in place of Erin Snyder
- Memorials for Mrs. Robinson
- Interview possible back-up for Frank, but she is not going to take the position
- Other payroll programs, we will look to see if less expensive at ADP and Paychex, etc,
- Check came from Attica School (first one)
- Meeting with Ron, OWWL attorney, Sandy, Frank → tax ID issue for the EIN issue
    - Change from 501-c-3 to new EIN when school district library
        - IRS, little helpful
        - EIN # not exist anymore
        - Not need to file 990s
        - Discuss policy
        - Use 33 number, one we use for payroll, bank accounts, etc.
        - Need to register state sales tax exemption
        - Plan will be to have a plan
        - Waiting for chart
            - Has list of what part is used for which
        - They will help us with the state exempt number
- Sandy motion to Approve, Lori Second - carried

Director's report. (attached).

- Alexis notes – see attached
    - 245 kids for Halloween
    - Winterfest idea → 10 – 2 library opened
        - Jane contact friends
        - Craft to go
        - Kids to come sing?
            - 3-4th grade chorus
            - What hours?
            - Shifts of students?
            - Katie to confirm with school
            -

Employees – Budget – do we have too many working at a time?

Under Old Business,

Old Business

A. PTO update and tracking system on paychecks or signage in library
    a. Kim drafting
B. Assistant to Frank -interviews
    a. Need to find a person still
    b. Advertise?
        i. On our FB page
        ii. Part-time assistant book-keeper
C. Record and thank you for memorial donations
    a. Caught up
D. Attica school tax letter and check
    a. Came in
E. 2 hours training for Board Members
    a. Sexual harassment
    b. Other
    c. Go through binder

IX. New Business

A. Update on garbage – Casella
    a. Katie did it
    b. E-mail included
    c. Set schedule
B. Winterfest/ Friends input

For Public Comments: n/a

Exec Session at 7:11 pm, Barb moved, Amanda seconded.
f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

Katie made a motion to adjourn at 7:49 PM, seconded by Jen, carried.

The next meeting will be held on December 9th at 6:00pm in the Library., 5:00 for Finance.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
December 9, 2024

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 6:01 PM. Also present were: Alexis Eustice, Jennifer Wilkinson, Frank White (treasurer), Lori Kubik, Barb Helak, Katie Kennedy, Mike Morse and Sandy Eck, Absent was Director Felicia Cecere, Amanda Conlin.. 2 public interested in the Board Membership Stu Hempel and Kim Harding attended.

We did pledge to the flag.

We reviewed the agenda, Katie made a motion to approve it, which was seconded by Lori and carried.
Lori made a motion to approve the November, 2024 minutes, which was seconded by Barb and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Frank did review the spreadsheets.

- Reports reviewed
- Trash Bags (not for health insurance
    - Jake doing it, going well
    - Katie is buying bags
- Payroll Services
    - Talk to 5 companies
    - Waiting for all info so we can review it as a Board
- Memorials for Mrs. Robinson
- Interview possible back-up for Frank, have 1 more person
    - Amanda to set up interview (round 2, first group did not pan out)
- Got school money in
- Books come in Baker and Taylor (do we accept or send back?)
    - Interim director in January to address the issue
- HVAC is working, small part needed
    - New key pad needed, for ease for temo
    - Changed filters
    - Will get a bill
- Lori motion to Approve, Sandy Second - carried

Director's report. (attached).

- Alexis notes – see attached
    - Stamp making
    - Story time consistent
    - Color competition /news letter
    - Robinson Memorial
        - Rocking chair in children's room
        - Newsletter on FB, website, and available at the desk

Under Old Business,

Old Business

A. PTO & Holidays Policies
    a. Kim drafting
B. Assistant to Frank -interviews
    a. Need to find a person still

b. Advertise?
    i. On our FB page
    ii. Part-time assistant book-keeper

C. memorial donations
    a. Caught up

D. 2 hours training for Board Members
    a. Sexual harassment
    b. Other
    c. Go through binder

E. Winterfest
    a. Hot cider and donuts
    b. (or cold)
    c. Take home crafts
    d. Goodies came in today
    e. School Chorus on Porch
    f. Interim Director to come visit

F. Performance Review
    a. E-mail it to her when she returns

IX. New Business

A. Interim Director – to start in January (part-time)

B. Dates for 2025 Meetings:
    a. January 13
    b. February 10
    c. March 10
    d. April 14 & Annual Meeting 7 PM
    e. May 12
    f. June 9
    g. July 14
    h. August 11
    i. September 8
    j. October 13
    k. November 10
    l. December 8

For Public Comments: glad we found temporary, interim director Diana Wywra

- Discussion of floater/ per diem
- Volunteer – talk to interim director
- Can friends do more – they want to be involved
-

Exec Session at 6:46 pm, Jen moved, Lori seconded.

f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

Back in Regular Session: $300 for stipend for Alexis for additional duties preformed in director's absence
Barb made a motion to approve it, which was seconded by Sandy and carried.

Have Frank scan in the schedule and time sheets to the Board for their review until the interim director begins

Interim director hired for:

- $28/hour
- Part-time for approximately 3 days a week for 5-6 hours a day plus any time/calls at home, paid hourly with time sheet
- Frank to add her to payroll
- JMW to do the 426 form for Civil Service
- Lori made a motion to approve it, which was seconded by Sandy and carried.

Katie made a motion to adjourn at 7:49 PM, seconded by Jen, carried.

The next meeting will be held on January 13 at 6:00pm in the Library., 5:00 for Personnel.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the SPECIAL MEETING of the Board of Trustees
December 16, 2024

The Special December meeting of the Board of Trustees was held In Person at the Library, at 5:00 PM.

President Sandy Eck, called the meeting to order at 5:04 PM. Also present were:
Trustees: Jennifer Wilkinson, Amanda Conlin, Frank White (treasurer), Lori Kubik, , Katie Kennedy, Mike Morse and Sandy Eck. (Absent was, Barb Helak).
Staff: Alexis Eustice, Rachel Beck, Riannon Beck, Joanne (Jane) Shreder-Robinson, Jacob Seiferth were present, as well as members of the Public.

We did pledge to the flag.

Discussion was had regarding the agenda and policies. Safety Issue: Discussion regarding salting the parking lot raised by staff.

Motion: Jennifer Wilkinson moved to enter into Executive Session to discuss the potential appointment of an interim library director, and 2025 payroll for each employee. Katie Kennedy seconded, and the motion passed unanimously.

Motion: Jennifer Wilkinson moved to exit Executive Session. Lori Kubik seconded, and the motion passed unanimously.

Motion: Katie Kennedy moved to create position of interim director and appoint Diana Wyrwa to the position of Interim Director at a rate of $38/hour, per diem, 15 hours/week. Sandy Eck seconded, and the motion passed unanimously.

Motion: Sandy Eck moved to increase payroll for each part-time staff member by .50 cents per hour as of 1/1/2025. Lori Kubik seconded, and the motion passed unanimously.

Motion: Jennifer Wilkinson moved to increase the contract with Nutty's Snow Removal for the coverage of the cost of salting the parking lot. Lori Kubik seconded, and the motion passed unanimously.

Motion: Sandy Eck moved to adjourn the meeting at 7:11 PM. Katie Kennedy seconded, and the motion passed unanimously.

The next meeting will be held on January 13, 2025 at 6:00 pm in the Library., 5:00 pm for Personnel.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary