Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
January 13, 2025

The Regular 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:
Trustees: Jennifer Wilkinson, Amanda Conlin, Frank White (treasurer), Barb Helak, , Katie Kennedy, and Sandy Eck. Lori Kubik via phone. (Absent was, Mike Morse).
Staff: Interim Director Diana Wyrwa present via phone. Rachel Beck, Joanne (Jane) Shreder-Robinson, Jacob Seiferth were present, as well as members of the Public.

We did pledge to the flag.

1 Motion: Katie Kennedy moved to approve the agenda. Amanda Conlin seconded, and the motion passed unanimously.

2 Motion: Sandy Eck moved to approve the minutes (2 sets) from December). Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Barb Helak moved to approve the expenditures and the Treasurer Reports. Amanda Conlin seconded, and the motion passed unanimously.

4 Motion: Amanda Conlin moved to have Treasurer renew CDs at best rate available. Sandy Eck seconded, and the motion passed unanimously.

5 Motion: Sandy Eck moved to approve the policies as attached to the meeting packet with the "Option 2" for Emergency Closings, and corrected typo in Nepotism policy. Holiday, Snow Day/Emergency Closings, PTO, Conflict/Nepotism, Open Meetings policies. Jennifer Wilkinson seconded, and the motion passed unanimously.

6 Motion: Katie Kennedy moved to appoint Ursual Bliss for the position of Treasurer Assistant, with a state date of 1/13/2025, at minimum wage/ hourly rate of $15.50, for a maximum of 10 hours per week. Barb Helak seconded, and the motion passed unanimously.

7 Motion: Katie Kennedy moved to approve the expenditure of finishing cleaning up the EIN issue (with any funds available) and to approve Sandy Eck signing the ST-119.4 to authorize counsel to finish the project. Jennifer Wilkinson seconded, and the motion passed unanimously.

8 Motion: Amanda Conlin moved to create/fill/hire for the position of Director, and authorize the job posting (with the posting discussed at personnel with some minor modifications to include basic information on the Attica area and that the director adhere to the existing approved policies), at a range of $60-65,000.00, 40 hours per week. Sandy Eck seconded, and the motion passed unanimously.

9 Motion: Barb Helak moved to create/fill/hire for the position of Maintenance Person, and authorize the job posting (with the posting discussed at personnel with some minor modifications to include estimated number of hours per week), at minimum wage, Less than 15 hours per week. Katie Kennedy seconded, and the motion passed unanimously.

10 Motion: Katie Kennedy moved to approve dates of the 2025 meetings. Barb Helak seconded, and the motion passed unanimously.

11 Motion: Amanda Conlin moved to appoint Katie Kennedy to work on the computer update project with OWWL. Sandy Eck seconded, and the motion passed unanimously.

12 Motion: Sandy Eck moved to instruct the interim director that programming shall be limited to when the library is open at this time, that there will not be "new" programming while we search for the new director, and that she review the schedule and timesheets. Amanda Conlin seconded, and the motion passed unanimously.

13 Motion: Katie Kennedy moved to authorize the Board Secretary to have limited permissions for the SMCL website so as to be able to post meeting minutes and agendas. Barb Helak seconded, and the motion passed unanimously.

Public Comments were accepted.

14 Motion: Jennifer Wilkinson moved to adjourn the meeting at 7:27 PM. Barb Helak seconded, and the motion passed unanimously.

The next meeting will be held on:
February 10, 2025 5:00 pm for Finance, 6:00 for the Board meeting, both at the Library.
And March 31, 2025 at 5:00 PM for Personnel at in the Library.,

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
February 10, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

This followed the Finance Committee Meeting at 5 PM wherein there are no minutes as there were no motions.

President Sandy Eck, called the meeting to order at 6:04 PM. Also present were:
Trustees: Jennifer Wilkinson, Amanda Conlin, Frank White (treasurer), Barb Helak, Katie Kennedy, and Lori Kubik. (Absent was, Mike Morse).
Staff: Interim Director Diana Wyrwa present, as well as members of the Public.

We did pledge to the flag.

1 Motion: Amanda Conlin moved to approve the agenda. Katie Kennedy seconded, and the motion passed unanimously.

2 Motion: Jennifer Wilkinson moved to approve the minutes with the change to add the name of Ursula Bliss to the minutes for the position of Assistant Treasurer, with the hourly rate of minimum wage/$15.50. Amanda Conlin seconded, and the motion passed unanimously.

3 Motion: Barb Helak moved to approve the expenditures and the Treasurer Reports. Lori Kubik seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to allow the interim director to hire provisionally a maintenance person as soon as possible, with a start date of ASAP, at minimum wage/ hourly rate of $15.50, for a maximum of 20 hours per week. Sandy Eck seconded, and the motion passed unanimously.

5 Motion: Amanda Conlin moved to approve the change to the by-laws (as discussed at the January Meeting) to move the Public Comments from the end of the meeting to after the approval of the agenda. Sandy Eck seconded, and the motion passed unanimously.

6 Motion: Jen Wilkinson moved to approve the Resolution prepared by the interim director to exceed the tax cap for the 2025-2026 budget. Katie Kennedy seconded, and the motion passed unanimously.

Public Comments were accepted.

7 Motion: Barb Helak moved to adjourn the meeting at 7:20 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
March 3, 2025 5:00 pm for Finance, at the Library.
Regular Board Meeting March 10, 2025 at 6:00 at the Library.
And March 31, 2025 at 5:00 PM for Personnel at in the Library.,

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Special Meeting
February 26, 2025

A Special Meeting was held In Person at the Library, at 5:30 PM.

President Sandy Eck, called the meeting to order at 5:30 PM. Also present were:
Trustees: Jennifer Wilkinson, Amanda Conlin, Barb Helak, Katie Kennedy. (Absent was, Mike Morse and Lori Kubik).
Staff: Interim Director Diana Wyrwa present.

1 Motion: Amanda Conlin moved to approve the agenda. Katie Kennedy seconded, and the motion passed unanimously.

2 Motion: Jennifer Wilkinson motion to move to executive session. Amanda Conlin seconded, and the motion passed unanimously. *Discuss: 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*

3 Motion: Barb Helak moved to leave executive session. Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Barb Helak moved to adjourn the meeting at 6:40 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Regular Board Meeting March 17, 2025 at 6:00 at the Library.
March 31, 2025 at 5:00 PM for Personnel at in the Library.,

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
March 17, 2025

The Regular 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:
Trustees: Jennifer Wilkinson, Frank White (treasurer), Barb Helak, Katie Kennedy, and Lori Kubik (via phone). (Absent was, Mike Morse). (Amanda Conlin Resigned as of 3/15/2025).
Staff: Interim Director Diana Wyrwa present, as well as Assistant Treasurer Ursula Bliss, Maintenance Lucas Beck and Clerk Jacob Seiferth members of the Public.

We did pledge to the flag.

1 Motion: Katie Kennedy moved to approve the agenda. Sandy Eck seconded, and the motion passed unanimously.

Public Comments were received.

2 Motion: Barb Helak moved to approve the minutes with the change to fix the meeting date from 3/10 to 3/17. Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Sandy Eck moved to approve the expenditures and the Treasurer Reports. Jennifer Wilkinson seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to accept the Annual Report for 2024. Katie Kennedy seconded, and the motion passed unanimously.

5 Motion: Sandy Eck moved to approve the proposed budget for 2025-2026. Barb Helak seconded, and the motion passed unanimously.

6 Motion: Jenifer Wilkinson moved to approve the Resolution prepared by the interim director to approve the proposition for the may budget vote (2025-2026 budget). Katie Kennedy seconded, and the motion passed unanimously.

Resolved, that the following proposition be included on the May 20, 2025 Attica Central School District ballot referendum

Shall the Board of Education of the Attica Central School District be authorized to raise by tax $4,429 to increase the annual appropriation from $204,939 to $209,368 for the benefit of the Stevens Memorial Community Library?

7 Motion: Sandy Eck moved to Establish a fund balance and Capital Fund from existing funds as outlined in the attached proposal chart. Barb Helak seconded, and the motion passed unanimously.

8 Motion: Sandy Eck motion to move to executive session. Jennifer Wilkinson seconded, and the motion passed unanimously. *Discuss: 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*

9 Motion: Barb Helak moved to leave executive session. Katie Kennedy seconded, and the motion passed unanimously.

10 Motion: Jennifer Wilkinson moved to send offer letter to Max Lampson for the position of Director, with a state date of ASAP or the latest 4/14/2025, at salary of $60,405.80, full time. With a stipend of $2,500 fpr insurance. Sandy Eck seconded, and the motion passed unanimously.

11 Motion: Sandy Eck moved to adjourn the meeting at 7:55 PM. Katie Kennedy seconded, and the motion passed unanimously.

Upcoming Meetings:

Next Personnel: March 31, 2025 @ 5:00 PM at the library
Next Finance: April 14, 2025 @ 5:00 PM at the library
Next Board Meeting April 14, 2025 @ 6:00 at the library
ANNUAL MEETING April 14, 2025 @ 7:00 PM at the library

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library Fund Balance Proposal 2025-2026

Banking Accounts 2/28/2025		
Operating account - checking	$ 161,647.00	using to run library now
Memorial account - checking	$ 165,615.00	
Renovation account - checking	$ 15,647.00	
Fundraising account - savings	$ 6,401.00	
Operating fund - CD	$ 42,408.00	
Trustees fundraising - CD	$ 81,444.00	
Renovation CD	$ 92,859.00	
TOTAL FUNDS	**$ 566,021.00**	
Capital Fund Proposed		
Renovation account - checking	$ 15,647.00	
Fudraising account - savings	$ 6,401.00	
Trustees Fundraising - CD	$ 81,444.00	
Renovation - CD	$ 92,859.00	
Capital Fund Total	**$ 196,351.00**	separate account for larger building costs
Fund Balance Proposed		
Memorial account	$ 165,615.00	
General Fund - CD	$ 42,408.00	
Fund Balance	**$ 208,023.00**	can be added to budget or for emergencies
Allocated in 2025-2026 budget	$ 38,000.00	
Fund Balance Total	**$ 170,023.00**	

Stevens Memorial Community Library
Minutes of the FINANCE Committee Meeting
April 14, 2025

A Finance Committee Meeting was held In Person at the Library, at 5:00 PM.

President Sandy Eck, called the meeting to order at 5:00 PM. Also present were:
Trustees: Jennifer Wilkinson, Barb Helak, Katie Kennedy.
Staff: Interim Director Diana Wyrwa present, treasurer Frank White, incoming Treasurer Lisa Neary, incoming director Palmer Perkins.
Public: Stewart Hempel was present.

No Motions. Items on the agenda discussed.

The next meeting(s) will be held on:
Finance Meeting May 12, 2025 at 5:00 at the Library.
Regular Board Meeting May 12, 2025 at 6:00 at the Library.
Personnel June 16, 2025 at 6:00 PM at in the Library.,

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
April 14, 2025

The Regular 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:
Trustees: Jennifer Wilkinson, Frank White (treasurer), Barb Helak, Katie Kennedy, and Lori Kubik (via phone). (Absent was, Mike Morse). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).
Staff: Interim Director Diana Wyrwa present, as well as oncoming director Palmer Perkins and oncoming treasurer Lisa Neary, Stuart Hempel and Kim Harding, members of the Public.

We did pledge to the flag.

1 Motion: Barb Helak moved to approve the agenda. Katie Kennedy seconded, and the motion passed unanimously.

Public Comments were received.

2 Motion: Sandy Eck moved to approve the minutes. Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports. Sandy Eck seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to accept the letter to the school regarding candidates, as outlined below. Katie Kennedy seconded, and the motion passed unanimously.

Stevens Memorial Community Library
146 Main Street • Attica, NY 14011 • (585) 591-2733

April 9, 2025

Christopher Day, President
Board of Education
Attica Central School District
3338 East Main Street
Attica, NY 14011

Dear Board President Christopher Day:

Stevens Memorial Community Library has two (2) Library Trustee positions that need to appear on The May 20, 2025 Attica Central School District ballot referendum.

Listed below are two candidates who have submitted petitions with the required twenty-five (25) names of qualified voters residing in the Attica Central School District. Original petitions included as well.

To elect two (2) Library Trustee Members to the Stevens Memorial Community Library for a five year term commencing July 1, 2025 and expiring June 30, 2030.

Candidates are:

Kimberly Harding

Stuart Hempel

5 Motion: Barb Helak motion to move to executive session. Jennifer Wilkinson seconded, and the motion passed unanimously. *Discuss: 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*

6 Motion: Jennifer Wilkinson moved to leave executive session. Sandy Eck seconded, and the motion passed unanimously.

7 Motion: Motion by Jennifer Wilkinson for Palmer Perkins for the position of Director, with a state date of 5/12/2025 (with any time prior to that date to be paid Per Diem at a rate of $30/hour), with the 5/12/25 start date salary of $60,405.80, full time. Plus, a stipend of $2,500/year for insurance. Sandy Eck seconded, and the motion passed unanimously.

8 Motion: With many Thanks f\to Frank White for his years of generous service, a Motion by Katie Kennedy for Lisa Neary for the position of Treasurer, with a state date of as soon as possible (for training), with the official start date of May 5, 2025 to be the Treasurer. With payment rate of minimum wage, up to 15 hours per week. Sandy Eck seconded, and the motion passed unanimously.

9 Motion: Jen Wilkinson moved to adjourn the meeting at 7:49 PM. Katie Kennedy seconded, and the motion passed unanimously.

Upcoming Meetings:

Next Finance Meeting May 12, 2025 at 5:00 at the Library.
Next Regular Board Meeting May 12, 2025 at 6:00 at the Library.
Next Personnel Meeting: June 16, 2025 @ 5:00 PM at the library

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

ANNUAL MEETING MINUTES:

The Annual meeting of the Board of Trustees was held In Person at the Library, at 7:50 PM.

President Sandy Eck, called the meeting to order at 7:50 PM. Also present were:
Trustees: Jennifer Wilkinson, Frank White (treasurer), Barb Helak, Katie Kennedy, and Lori Kubik (via phone). (Absent was, Mike Morse). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).
Staff: Interim Director Diana Wyrwa present, as well as oncoming director Palmer Perkins and oncoming treasurer Lisa Neary, Stuart Hempel and Kim Harding, members of the Public.

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

New Business,

a. Election of Officers
   Nominations were called and seconded, accepted, and carried.
   President – Katie Kennedy
   VP – Sandy Eck
   Secretary – Jennifer Wilkinson
   Treasurer – Lisa Neary
b. Board Member Petition – filled out and submitted to the school

For Public Comments, no comments.

1 Motion: Barb Helak moved to adjourn the meeting at 7:52 PM. Katie Kennedy seconded, and the motion passed unanimously.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the FINANCE Committee Meeting
May 12, 2025

A Finance Committee Meeting was held In Person at the Library, at 5:00 PM.

President Katie Kennedy, called the meeting to order at 5:00 PM. Also present were:
Trustees: Jennifer Wilkinson, Sandy Eck.
Staff: Interim Director Diana Wyrwa present, Treasurer Lisa Neary, Director Palmer Perkins.
Public: Stewart Hempel was present.

No Motions. Items on the agenda discussed.

The next meeting(s) will be held on:
Finance Meeting Wednesday, June 4, 2025 at 6:00 at the Library.
Regular Board Meeting Monday June 9, 2025 at 6:00 at the Library.
Personnel Monday, June 16, 2025 at 6:00 PM at in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
May 12 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:07 PM. Also present were:
Trustees: Jennifer Wilkinson, Lisa Neary (treasurer), Barb Helak, Sandy Eck, and Lori Kubik. (Absent was, Mike Morse). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).
Staff: Interim Director Diana Wyrwa present, as well as Director Palmer Perkins.
Stuart Hempel and Kim Harding, members of the Public, soon to be elected.

We did pledge to the flag.

1 Motion: Sandy Eck moved to approve the agenda. Barb Helak seconded, and the motion passed unanimously.

Public Comments were received.

2 Motion: Barb Helak Barb Helak moved to approve the minutes. Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports. Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to authorize the Director to engage Director and Board Insurance Coverage, and to update the Board in June as to the final cost. Sandy Eck seconded, and the motion passed unanimously.

5 Motion: Jennifer Wilkinson motion to move to executive session. Sandy Eck seconded, and the motion passed unanimously. *Discuss: 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*

6 Motion: Jennifer Wilkinson moved to leave executive session. Barb Helak seconded, and the motion passed unanimously.

7 Motion: Motion by Jennifer Wilkinson for increase in Treasurer hourly rate (Lisa Neary) to $30/hour with authorization of up to 15 hours per week without advance approval. Sandy Eck seconded, and the motion passed unanimously.

8 Motion: Jen Wilkinson moved to adjourn the meeting at 8:12 PM. Katie Kennedy seconded, and the motion passed unanimously.

Upcoming Meetings:
Finance Meeting Wednesday, June 4, 2025 at 6:00 at the Library.
Regular Board Meeting Monday June 9, 2025 at 6:00 at the Library.
Personnel Monday, June 16, 2025 at 6:00 PM at in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
June 9, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:04 PM. Also present were:
Trustees: Jennifer Wilkinson, , Barb Helak, Sandy Eck, Lori Kubik, Stuart Hempel elected, starts 7/1 and Kim Harding, elected, starts 7/1. (Absent was, Lisa Neary (treasurer)). (Amanda Conlin Resigned as of 3/15/2025 – seat vacant).
Staff: Director Palmer Perkins.
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We did pledge to the flag.

1 Motion: Barb Helak moved to approve the agenda. Lori Kubik seconded, and the motion passed unanimously.

Public Comments (none).

2 Motion: Sandy Eck moved to approve the minutes. Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports. Barb Helak seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to change the meeting dates for the new fiscal year to the 3rd Monday of the month. Katie Kennedy seconded, and the motion passed unanimously.

i. Monday, July 21, 2025
ii. Monday, August 18, 2025
iii. Monday, September 15, 2025
iv. Monday, October 20, 2025
v. Monday, November 17, 2025
vi. Monday, December 15, 2025
vii. Monday, January 19, 2026 - MLK Jr. Day
viii. Monday, February 16, 2026 - Presidents Day
ix. Monday, March 16, 2026
x. Monday, April 20, 2026
xi. Monday, May 18, 2026
xii. Monday, June 15, 2026

*Can adjust dates that are holidays as the months approach

5 Motion: table RFP until July

6 Motion: Jennifer Wilkinson moved to approve the list of holidays suggested by the director in his report (attached at end of minutes). Sandy Eck seconded, and the motion passed unanimously.

7 Motion: Paid Family Leave sent to Personnel Committee for research and discussion.

8 Motion: Barb Helak motion to authorize treasurer to have the library join the chamber of commerce to benefit the library with advertising. Katie Kennedy seconded, and the motion passed unanimously.

9 Motion: Katie Kennedy motion to authorize annual pre-pay Bill Payment Policy. Lori Kubik seconded, and the motion passed unanimously.

10 Motion: Jen Wilkinson motion to authorize treasurer to purchase software (not to exceed $500 without additional board permission). Barb Helak seconded, and the motion passed unanimously.

11 Motion: Katie Kennedy moved to adjourn the meeting at 7:53 PM. Sandy Eck seconded, and the motion passed unanimously.

Upcoming Meetings:
Finance Meeting Monday July 2, 20251 at 5:00 at the Library.
Regular Board Meeting Monday July 21, 2025 at 6:00 at the Library.
Personnel Monday, June 16, 2025 at 6:00 PM at in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Proposed Holidays (Library Closures) for Remainder of 2025:

Friday, July 4th (Independence Day)

Monday, September 1st (Labor Day)

Monday, October 13th (Columbus/Indigenous Peoples Day)

Tuesday, November 11th (Veteran's Day)

Thursday, November 27th (Thanksgiving Day)

Friday, November 28th (Day after Thanksgiving)

Wednesday, December 24th (Christmas Eve)

Thursday, December 25th (Christmas Day)

[Thursday, January 1st, 2026 (New Year's Day)]

Proposed Holidays (Library Closures) for 2026:

Thursday, January 1st (New Year's Day)

Monday, January 19th (MLK Jr. Day)

Monday, May 25th (Memorial Day)

*Saturday, July 4th (Independence Day) - how does this work?

Monday, September 7th (Labor Day)

Monday, October 12th (Columbus/Indigenous Peoples Day)

Wednesday, November 11th (Veteran's Day)

Thursday, November 26th (Thanksgiving Day)

Friday, November 27th (Day after Thanksgiving)

Thursday, December 24th (Christmas Eve)

Friday, December 25th (Christmas Day)

[Friday, January 1st, 2027 (New Year's Day)]

Stevens Memorial Community Library
Minutes of the FINANCE Committee Meeting
July 21, 2025

A Finance Committee Meeting was held In Person at the Library, at 5:00 PM.

President Katie Kennedy, called the meeting to order at 5:00 PM. Also present were:
Trustees: Jennifer Wilkinson, Stewart Hempel
Staff: Treasurer Lisa Neary, Director Palmer Perkins, Maintenance Lucas Beck.
Public: no one was present.

No Motions. Items on the agenda discussed.

The next meeting(s) will be held on:
Finance Meeting Wednesday, TBD at 6:00 at the Library.
Regular Board Meeting Monday August 18, 2025 at 6:00 at the Library.
Personnel Monday, September 15, 2025 at 5:00 PM at in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
July 21, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:12 PM. Also present were:
Trustees: Jennifer Wilkinson, Lisa Neary (treasurer), Barb Helak, Stewart Hempel, Kim Harding and Lori Kubik. (Absent was, Sandy Eck).
Staff: Director Palmer Perkins.

We did pledge to the flag.

1 Motion: Stewart Hempel moved to approve the agenda. Barb Helak seconded, and the motion passed unanimously.

Public Comments were none.

2 Motion: Stuart Hempel moved to approve the minutes. Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports. Kim Harding seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to amend the budget to add in $8,000 for replacement of the Middle AC Unit and to authorize the Director to purchase a new unit, not to exceed $8,000. Kim Harding seconded, and the motion passed unanimously.

5 Motion: Jennifer Wilkinson motion to approve the assurances for the grant funding and to Authorize Director to sign. Barb Helak seconded, and the motion passed unanimously.

6 Motion: Jennifer Wilkinson moved to approve the DRAFT RFP and to have the Director advertise and send to potential bidders. Stewart Hempel seconded, and the motion passed unanimously.

7 Motion: Motion by Jennifer Wilkinson for Treasurer to stagger the CDs that are due for reinvestment, 7 months for Fundraising and Renovation, 1 year for Operations/General Fund CD. Katie Kennedy seconded, and the motion passed unanimously.

8 Motion: Katie Kennedy moved to approved the revised hours for FT clerk, Kim Harding seconded, and the motion passed unanimously.

9: Motion: Jennifer Wilkinson motion to approve the Treasurer to pay for the replacement glass/window. Barb Helak seconded, and the motion passed unanimously.

10 Motion: Jennifer Wilkinson moved to approve the payment for children's librarian for Pike Fair and mileage for whomever is the driver. Barb Helak seconded, and the motion passed unanimously.

11 Motion: Katie Kennedy moved to adjourn the meeting at 7:47 PM. Kim Harding seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meeting Wednesday, TBD at 6:00 at the Library.
Regular Board Meeting Monday August 18, 2025 at 6:00 at the Library.
Personnel Monday, September 15, 2025 at 5:00 PM at in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
August 18, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:03 PM. Also present were:
Trustees: Jennifer Wilkinson, Sandy Eck, Stewart Hempel, Kim Harding and Lori Kubik. (Absent was, Barb Helak, Lisa Neary (treasurer)).
Staff: Director Palmer Perkins.

We did pledge to the flag.

1 Motion: Sandy Eck moved to approve the agenda. Katie Kennedy seconded, and the motion passed unanimously.

Public Comments were none.

SPECIAL AGENDA ITEM: Open RFP proposals. Proposals did not have the same wage rate – all proposals rejected and new/revised RFP to be issued that includes prevailing wage.

2 Motion: Kim Harding moved to approve the minutes. Lori Kubik seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports. Kim Harding seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to amend the hours of operation based upon the recommendation of the Director. Sandy Eck seconded, and the motion passed unanimously.

5 Motion: Sandy Eck moved to authorize Kim Harding or library staff to generate plan documents for insurance HRA. Jennifer Wilkinson seconded, and the motion passed unanimously.

6 Motion:
Jennifer Wilkinson moved to adjourn the meeting at 7:36 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meeting TBD at the Library.
Regular Board Meeting Monday September 15, 2025 at 6:00 at the Library.
Personnel Monday, September 15, 2025 at 5:00 PM at in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
September 24, 2025, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:04 PM. Also present were:
Trustees: Jennifer Wilkinson, Sandy Eck, Barb Helak, and Lori Kubik. (Absent Stewart Hempel, Kim Harding, Lisa Neary (treasurer)).
Staff: Director Palmer Perkins and Maintenance Lucas Beck.

We did pledge to the flag.

1 Motion: Sandy Eck moved to approve the agenda. Lori Kubick seconded, and the motion passed unanimously.

Public Comments were none.

SPECIAL AGENDA ITEM: Open RFP proposals. Proposals outlined below.

Number	Name of company	Work proposed to be done	Cost
1	Robinson (5 year plan)	Stripe, Prev. wage, only partial grind	$14,011
2	Hulme (5 year plan)	Stripe, Prev. wage, only partial grind	$16,000
3	Robinson (15 year plan)	1.5", Stripe, Prev. wage, full grind	$25,565
4	Hulme (15 year plan)	2", Stripe, Prev. wage, full grind	$43,600

2 Motion: Barb Helak made the motion to move forward with the RFP from Robinson with the "15-year" plan and send Robinson a contract for execution. Katie Kennedy seconded, and the motion passed unanimously.

3 Motion: Sandy Eck moved to approve the minutes. Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports. Lori Kubik seconded, and the motion passed unanimously.

5 Motion: Jennifer Wilkinson moves that the SMCL Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Director Palmer Perkins to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Katie Kennedy seconds, and the motion passes unanimously.

6 Motion: Jennifer Wilkinson moved to replace the word "part-time" with "non-exempt" in the emergency closing policy per the Director's request. Sandy Eck seconded, and the motion passed unanimously. (Revision attached).

7 Motion: Jennifer Wilkinson moved to adjourn the meeting at 7:02 PM. Sandy Eck seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meeting October 20, 2025 at 5:00 PM at the Library.
Regular Board Meeting Monday October 20, 2025 at 6:00 at the Library.
Personnel Monday, November 17, 2025 at 5:00 PM at in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

EMERGENCY CLOSINGS

The responsibility for closing the library due to weather conditions or other emergencies is delegated to the director. If the director is unavailable, responsibility for closing the library and for following the procedures falls first to the President of the Board of Trustees, then to the Vice President, then to the Treasurer, and then to any available trustee.

The Director shall make the decision whether to close, regardless of the status of the Attica Central School District.

If an employee is unable to make it to work, whatever the cause, the employee must notify the director by 8:00 a.m. The director will attempt to find staff to cover the absence, if the director determines that there is insufficient staff to run the library or that travel would be too hazardous the decision to close the library will be made by 8:15 a.m. Once the decision is made, the closing procedure outlined below should be followed.

Once the library is open, if the director decides that it is necessary to close the library due to weather conditions or other emergencies, the closing procedure should be followed.

<u>Closing Procedure</u>

The Board President should be notified of the decision to close the library. The director will then notify all staff that they are not required to report that day. The closing will be reported to local news organizations, and posted to the library website and social media.

If Exempt staff were scheduled to work at the time of an emergency closing, they will be paid for the hours scheduled to work.

If **Non-Exempt** staff scheduled to work at the time of an emergency closing, they can use their PTO or go unpaid.

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Revised and Adopted by the Board of Trustees September 15, 2025.

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
October 20, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:02 PM. Also present were:
Trustees:, Sandy Eck, Barb Helak, Stuart Hempel, Lisa Neary (treasurer) and Lori Kubik. (Absent Kim Harding, Jennifer Wilkinson).
Staff: Director Palmer Perkins

We did pledge to the flag.

1 Motion: Stuart Hempel moved to approve the agenda. Lori Kubik seconded, and the motion passed unanimously.

Public Comments were : none.

2 Motion: Sandy Eck moved to approve the September minutes. Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Barb Helak moved to approve the expenditures and the Treasurer Reports. Katie Kennedy seconded, and the motion passed unanimously.

5 Motion: Sandy Eck moves to renew the EAP Program with OWWL. Barb Helak seconded, and the motion passes unanimously.

6 Motion: Stuart Hempel moved to accept the offer to contract with Nutty's for snow plowing, and salting. Katie Kennedy seconded, and the motion passed unanimously.

7 Motion: Sandy Eck moved to adjourn the meeting at 7:06 PM. Barb Helak seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meeting Tuesday, November 18th , 2025 at 5:00 PM at the Library.
Regular Board Meeting Monday, November 17 2025 at 6:00 at the Library.
Personnel Monday, November 17, 2025 at 5:00 PM at in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
November 17, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:02 PM. Also present were:
Trustees:, Sandy Eck, Kim Harding (6:07), Jennifer Wilkinson, Stuart Hempel, Lisa Neary (treasurer) and Lori Kubik (6:07). (Absent Barb Helak).
Staff: Director Palmer Perkins

We did pledge to the flag.

1 Motion: Jennifer Wilkinson moved to add Casella motion moved to approve the agenda. Katie Kennedy seconded, and the motion passed unanimously.

Public Comments were : none.

2 Motion: Katie Kennedy moved to approve the October minutes. Stuart Hempel seconded, and the motion passed unanimously.

3 Motion: Sandy Eck moved to approve the expenditures and the Treasurer Reports. Jennifer Wilkinson seconded, and the motion passed unanimously.

4 Motion: Jennifer Wilkinson moves to authorize the director to contract with Casella in an amount not to exceed $720/year. Katie Kennedy seconded, and the motion passes unanimously.

5 Motion: Sandy Eck moved to adjourn the meeting at 7:022 PM. Katie Kennedy seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meeting Monday, December 15, 2025 at 5:00 PM at the Library.
Regular Board Meeting Monday, December 15, 2025 at 6:00 at the Library.
Personnel Tuesday, January 20, 2026 at 5:00 PM at in the Library (to be followed by the regular January Board Meeting which will be moved to Tuesday due to the MLK Holiday).

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
December 15, 2025

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:04 PM. Also present were:
Trustees:, Sandy Eck, Kim Harding (6:11), Jennifer Wilkinson, Stuart Hempel, Lisa Neary (treasurer) and Barb Helak. (Absent Lori Kubik).
Staff: Director Palmer Perkins, Jacob Seiferth

We did pledge to the flag.
1 Motion: Sandy Eck moved to approve the agenda. Katie Kennedy seconded, and the motion passed unanimously.

Public Comments were : none.

2 Motion: Stuart Hempel moved to approve the November minutes. Barb Helak seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve the expenditures and the Treasurer Reports and Abstracts. Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Kim Harding move to have Katie Kennedy sign assurances required. Jennifer Wilkinson seconded, and the motion passed unanimously.

5 Motion: Kim Harding motion to approve 2026 meeting dates proposed by director. Barb Helak seconded, and the motion passed unanimously.

6 Motion: Jennifer Wilkinson moves to authorize the director per purchase policy to move forward with security cameras update. Katie Kennedy seconded, and the motion passes unanimously.

7 Motion: Jennifer Wilkinson moves to go into executive session to discuss t*he 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*; Kim Harding seconded, and the motion passed unanimously.

8 Motion: moved to exit executive session. Katie Kennedy seconded, and the motion passed unanimously.

9 Motion: Jennifer Wilkinson moved to increase all hourly employee salaries by 50 cents and hour each; and to increase the director salary to $62,500/year. Kim Harding seconded, and the motion passed unanimously.

10 Motion: Sandy Eck moved to adjourn the meeting at 7:26 PM. Katie Kennedy seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meeting: TBD at the Library.
Regular Board Meeting Tuesday January 20, 2026 at 6:00 at the Library.
Personnel Tuesday, January 20, 2026 at 5:00 PM at in the Library
Respectfully submitted,
Jennifer M. Wilkinson, Secretary