

**Stevens Memorial Community Library**  
**Minutes of the Board of Trustees**  
**December 12, 2022**

The October 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 6:05 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Sandy Eck, and Lori Kubik (via telephone), and Barb Helak (as a member of the public, considering joining the Board). Director Karen Rosolowski and Mike Morse were absent.

We did pledge to the flag. After we reviewed the agenda, Jen added the continued discussion of the by-laws and the Christmas Bonuses, and Sandy made a motion to approve it, which was seconded by Jen, and carried. Sandy made a motion to approve the November, 2022 minutes, which was seconded by Lori and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Treasurer Frank also provided the 2021-2022 report for the previous year's expenditures for comparison. 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 on Winterfest provided, as well as agenda items.

**Under Old Business,**

- a. Winterfest Wrap Up
- b. AUD Audit - \$8,000 – June 2019 to be resolved
- c. By Laws – JMW made changes requested last meeting, new copy circulated. No changes at this meeting to the remaining topics, we will approve the new By-Laws at the January Meeting and put on a schedule to review every other year

**Under New Business,**

- a. Tax Cap Override – did not have the Resolution on hand, so the vote could not happen at the meeting, members discussed having the vote via e-mail once the Resolution could be reviewed
- b. Minimum Wage / Wage Increases – on agenda but the paperwork/suggested increase was not provided at the time of the meeting. Members discussed having the vote via e-mail to at least increase the wages of those below the upcoming change to minimum wage so as to match that new minimum wage, and the rest of the increases to be discussed at the January meeting.
- c. Need a chart for 2023 holidays, was not provided in time for the meeting, at next meeting will vote
- d. Rollover CDs – motion by Mike, Seconded by Sandy, carried.
- e. End of the year bonuses motion made by Jen to accept the list discussed and circulated via e-mail with the 11/16/2022 list seconded by Lori and carried. List provided to treasurer Frank.
- f.

For Public Comments, none.

FOR NEXT MONTH: (On January at 6:00 PM)

Jen made a motion to adjourn at 6:57 PM, seconded by Sandy, carried. The next meeting will be held on December 12, 2022 at 6:00 pm in the Library.

PENDING THE NEXT MEETING:

As discussed at the meeting, an e-mail was circulated for a vote upon the items that lacked documentation at the meeting, and the following was resolved:

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FOR THE JANUARY AGENDA:

Old Business to discuss:

1. By-Laws to update: Board of Trustees to pass the amended By-Laws, and add to bi-annual review plan
2. 2023 Holiday Schedule
3. Wage increases

New Business to discuss:

1. Update long range plan of the library

Respectfully submitted,

Jennifer M. Wilkinson, Secretary