

**Salamanca Public Library
Board of Trustees Meeting Minutes
Wednesday, January 5, 2022**

Attendance: Trustees: Tim Baird, Nan Miller, Linda Rychcik, Susan Zaprowski;
Treasurer: Dawn Fish; Library Manager: Jennifer Stickles

1. President Baird called the meeting to order at 1:03 PM.
2. Miller moved and Rychcik seconded to accept the minutes from the regular December meeting, 12/1/2021 and the special meeting held on 12/29/2021 with one correction made by Stickles. Motion passed unanimously.
3. Stickles provided the bills as warranted. Miller moved and Rychcik seconded to pay the bills as warranted. Motion passed unanimously.
4. Fish reviewed the financial report with the trustees. Miller moved and Rychcik seconded to accept the financial report. Motion passed unanimously.
5. Stickles reviewed the amended by laws of the Salamanca Public Library that were suggested by the library attorney, Cole Adams. After our review, Miller moved and Rychcik seconded that we accept the amended bylaws. Motion passed unanimously.
6. Fish and Stickles reviewed the new budget for 4/1/2022 to 3/31/23. It was noted that a number had been assigned to the internet service: 7410.4024. Trustees plan to meet with council concerning our finances at their next meeting, January 12, 2022. Stickles will contact the city and asked to put on the agenda.
7. Fish and Stickles stated they would like copies of our bank statements in order to reconcile our accounts properly. Rychcik stated that once our yearly budget has been accepted by the council, budget transfers should be automatic each quarter. No additional approval is needed by the council.
8. Stickles will check with the Library Executive Director for library audit information on how other libraries conduct audits. We need to know the costs and procedures.
9. Miller moved and Rychcik seconded to approve the tentative budget. Motion passed unanimously.
10. Stickles reported that we are still on track to become independent with our employee benefits for retirement, life insurance and health insurance.
11. Annual reorganization of officers: Miller moved and Rychcik seconded to nominate Baird as President, Rychcik as Vice President and Zaprowski as Secretary. Motion was passed unanimously.

12. Miller moved and Rychcik seconded to accept Dawn Fish as the treasurer of our library from January 1, 2022 through March 31, 2023. Motion passed unanimously.
13. Miller stated several people mentioned to her about the nice article in the Salamanca Press and Olean Times in regard to our library and other libraries in the area. We thanked Stickles and all our employees for their hard work for our library.
14. Manager Stickles reported that library visits increased for December from 272 in November to 540 in December. Library items circulated: Books:751 and DVD's 333. Grab and Go craft kits are a hit at 60. The craft workshops were not well attended due to patrons concerns with Covid.
15. Miller moved and Rychcik seconded that the meeting adjourn at 2:34 PM. Motion passed unanimously.
16. The next meeting will be Wednesday, February 2, 2022 at 1 PM in the Congdon Room at the library.

January 2022 Financial Report

January 2022 Activity

Revenue: \$763.75

Operating Expenses: \$16,229.67

Fiscal Year to Date:

Operating Expenses Total: \$152,911.48

7410.4000 Fire and Liability Insurance: \$9,172.25

7410.1000 Salary and Wages \$106,013.70

7410.2000 Purchase of Equipment \$695.85

7410.4010 Travel 0

7410.4020 General Office Expenses \$4,402.71

7410.4021 Phone \$788.81

7410.4022 Postage \$110.36

7410.4023 Programming and Supplies \$713.08

7410.4024 Internet \$1,008.00

7410.4030 Printing and Advertising 0

7410.4040 Annual Audit \$90.00

7410.4050 Maintenance of Equipment \$689.27

7410.4060 Materials and Supplies \$934.22

7410.4061 Books \$18,183.94

7410.4062 Periodicals \$1,078.99

7410.4064 Audio-visual Materials \$2,470.98

7410.4066 eBooks \$325.00

7410.4120 Utility – Light \$3,917.28

7410.4121 Utility – Water \$459.95

7410.4122 Fuel \$194.76

7410.4130 Indian Lease \$1,479.37