

# **Salamanca Public Library**

## **Board of Trustees Meeting Minutes**

### **Tuesday, April 5, 2022**

Present: Tim Baird, Dawn Fish, Kathi Gimbrone, Linda Rychcik, Jennifer Stickles, Susan Zaprowski

1. Baird called the meeting to order at 3:36 PM.

2. Minutes:

- Baird moved and Rychcik seconded to accept the regular March minutes. Motion was passed.
- Baird moved and Zaprowski seconded to accept the special board minutes from the meeting on March 16, 2022.
- Discussion: Gimbrone stated that we needed to clarify the we discussed cutting Jennifer's hours from 35.5 to 34 hours because she voluntarily had taken a \$3000 cut in pay for this coming year. She stated that Jennifer said she would rather have less hours than to take a week's vacation. Also we started the meeting at 3:05 and not 1:04. The adjournment was at 5:30.
- Zaprowski stated she would make the corrections in these minutes. Motion was passed.

3. Baird stated he wanted to add a review of the employee's benefits under old business.

4. Financial Report:

- Fish reported that the financial report does not record all the expenses for the year and she will make those corrections and give us a complete and accurate report at next month's meeting. She also plans to revamp the report so it is always complete and accurate. The financial report does not include all of our expenses – the health insurance line is not accurate for the entire year. The report does not include social security, life insurance, pension or comp insurance. All of those will be added to the completed report.
- Baird moved and Rychcik seconded that we accept the financial report.

5. Building Maintenance:

- Stickles reported that she has put out to bid the removal of the cobwebs, scrapping and painting on the front of the building. She has received one bid so far.
- Discussion: Baird stated that the lights on out front attract the insects and thus the spiders. He suggested that we investigate maybe a different colored light might help to deter the insects and thus the spiders and their webs. Gimbrone suggested we ask the BPU if there is something we can do.

6. Bills Warranted:

- Fish stated the bills were per usual.
- Rychcik moved to pay the bills as warranted and Zaprowski seconded. Motion passed.

7. Employee Benefits:

- Baird wanted to clarify that we were not giving our employees a raise due to our financial constraints. We felt it was only fair to compensate them in another way and not affect our budget. At the last meeting we voted to give them an extra week of vacation that is the average amount of hours they work in a week. Gimbrone stated she feels we have good benefits like holiday hours but questioned why we give employees a birthday holiday. Rychcik stated our holidays are the same as the city's including the birthdays.

- Baird moved that all employees will maintain their 2021 salaries. Fish stated that she and Stickles cannot maintain last year's salaries as they have already reduced them and it has been finalized in our budget and cannot be changed.
- Stickles lost \$4200.00 in salary in total with her cut in salary and hours lost working.
- Rychcik stated that the library saved more than \$3000 because it lowers our contribution to Social Security.
- Baird moved and Zaprowski seconded that the library manager and our paid trustee (the treasurer) be given an extra week of vacation to compensate.
- Discussion: Fish stated that she did NOT want any vacation hours.  
Baird moved and Rychcik seconded that our library manager will be given an additional week of vacation time for this fiscal year. Motion passed with 3 yes and 1 nay.
- Rychcik moved that our paid trustee (our treasurer) will not receive vacation time. Zaprowski seconded. Motion passed.

#### 8. Review of 2021-2022 Budget:

- Baird moved and Rychcik seconded that we table the review of the final 2021-2022 to our May meeting. Motion passed.

#### 9. Manager's Report:

- Seed Library: Stickles started a seed library using the card catalog in the front of the library. She has given out 72 seed packets. The Facebook post was shared 40 times. Herbs are the most popular selection. Have had new clients coming into the library because of the project.
- Summer Reading Program for Children and Teens: Stickles is going to send out a letter to our local businesses asking for donations for this program and hopefully others. We are reaching out to the local businesses for financial support because the library cannot afford to hire the performers with the current budget. Stickles stated that the cost of hiring an outside performer is from \$300 to \$500 for a 45 minute program.
- Stickles reported that our circulation, computer sign ups, virtual story time, book box, meeting rooms usage and our library visits have all for the month in March increased.

#### 10. Adjournment:

- Baird moved and Rychcik seconded that we adjourn meeting at 5:06. Motion passed.

Respectfully submitted,

Susan Zaprowski, Secretary  
Salamanca Public Library Board of Trustees

## April 2022 Financial Report

### April 2022 Activity

Revenue: \$432.60

Operating Expenses: \$23,658.44

### Fiscal Year to Date:

Operating Expenses Total: \$23,658.44

7410.4000 Fire and Liability Insurance: \$9,834.79

7410.1000 Salary and Wages \$9,740.75

7410.2000 Purchase of Equipment \$

7410.4010 Travel 0

7410.4020 General Office Expenses \$45.99

7410.4021 Phone \$78.82

7410.4022 Postage \$29.68

7410.4023 Programming and Supplies \$

7410.4024 Internet \$

7410.4030 Printing and Advertising 0

7410.4040 Annual Audit \$

7410.4050 Maintenance of Equipment \$516.92

7410.4060 Materials and Supplies \$83.59

7410.4061 Books \$518.89

7410.4062 Periodicals \$

7410.4064 Audio-visual Materials \$181.67

7410.4066 eBooks \$25.

7410.4120 Utility – Electric \$504.93

7410.4121 Utility – Water \$54.35

7410.4122 Fuel \$22.57

7410.4130 Indian Lease \$

9030.8000 Social Security \$752.27

9060.8000 Health Insurance \$1,268.22