

Salamanca Public Library
Board of Trustees Special Meeting Minutes
Corrected Minutes
Wednesday, March 16, 2022

Present: Tim Baird, Kathi Gimbrone, Linda Rychcik, Nan Miller, Jennifer Stickles, Susan Zaprowski

1. Baird called the meeting to order at 3:04 PM.

2. Employee Benefits:

- Our fiscal year is from 4/1/2022 to 3/31/2023.
- Baird moved and Miller seconded that we add an additional week of paid vacation to our employee's benefits. This will be an average of an employee's usual hours worked for a week and will be offered for this year only.
- Discussion: Due to our budget constraints we could not give our employees a raise. We are offering them the vacation instead.
- Motion was passed unanimously.

3. Library Hours:

- Rychcik moved and Miller seconded that we close the library at 4 PM on Fridays and on Tuesdays remain open until 8 PM to accommodate programming. This will become effective on 4/1/2022.
- Motion was passed unanimously.

4. Liability Insurance Payment:

- Stickles stated that the liability insurance payment of \$9,834 is due by April 1st. We need to warrant the payment now because we will not meet for a regular board meeting before it is due. All agreed.

5. Microfilm Reader:

- Stickles reported that our microfilm reader is in disrepair and needs to be replaced. It will cost about \$6,000. Stickles will apply for a Manley Grant to hopefully replace it.

6. Internal Fiscal Controls:

- Stickles reviewed the internal fiscal controls for the trustees.
- Rychcik moved and Baird seconded that we adopt these controls.
- Motion passed unanimously.

7. Masks:

- It was a general consensus that staff may choose not to wear a mask while working. We are following state and CDC Covid guidance.
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8. Change in Manager's Hours:

- Stickles reported that for this year she had voluntarily took a \$3,000 cut in salary due to our budget constraints. Because of this she wanted to reduce her hours from 35.5 to 34.
- Discussion: When Stickles was asked whether she would like an extra week of vacation or her hours cut she chose to have her hours cut.
- Because of this: Rychcik moved and Miller seconded that the library could reduce her hours to 34 per week from 35.5. Motion passed unanimously.

9. Miller reported that a Carol Ellis is organizing a fundraiser for the library. It is called a "Spring Fling" and it will be held at the American Legion on May 14, 2022 from 6 to 9 PM. Admission will be \$5.00. Tickets will be ready for purchase this week at \$5 each. Silver Bells Café will be selling Texas Hots and part of the proceeds will go to the cause. Sally Marsh will provide the entertainment. There will be basket raffle and all encouraged to donate. The baskets can be given to Nan Miller or left at the library.

** Please note the changes from what was reported at the meeting. I reached out to Carol to confirm the info we had been given and she said there had been some changes. So I put the corrected info in our minutes.

9. Adjournment: Baird moved and Miller seconded that we adjourn at 5:30 PM. Motion passed unanimously.

Respectfully submitted,

Susan Zaprowski, Secretary
Salamanca Public Library Board of Trustees