

Salamanca Public Library  
**Board of Trustees Meeting Minutes**  
**Wednesday, May 4, 2022**

Attendance: Trustees: Tim Baird, Nan Miller, Kathi Gimbrone, Susan Zaprowski; Mayor Sandy Magiera, Treasurer Dawn Fish, Library Manager Jennifer Stickles. Excused: Trustee Linda Rychcik

1. Meeting called to order by President Baird at 3:35 PM.
2. Approve the Minutes: Miller moved and Baird seconded that we approve the corrected March 16 and the April 5, 2022 minutes.  
Discussion: Gimbrone noted a correction to #8 (Manager's Hours) of the 3/16/22 minutes. It needs to be noted that Stickles in exchange for a reduction in hours per week from 35.5 to 34 she would take one week less in vacation. Also need to correct on #5 (Building Maintenance) of the April 5<sup>th</sup> minutes that Gimbrone did not suggest we ask the BPU about a different color light to deter the insects. The sentence was corrected to read: It was suggested. On number 7 (Employee Benefits) of the April minutes: The motion was passed with 3 yeas and 1 nay from Gimbrone.  
After the discussion and the corrections made the trustees: Baird, Miller, Gimbrone and Zaprowski passed the motion.
3. Pay Bills as Warranted: Fish reviewed the bills for the trustees.  
Miller moved and Zaprowski seconded to pay the bills as warranted. There was no discussion. Motion passed unanimously.
4. Financial Report: Fish reviewed the financial statement.  
Baird moved and Miller seconded that we accept the financial report as presented.
5. Spring Fling Fundraiser: Miller reported that the fundraiser will be May 14 at the Legion chaired by Carol Ellis. Donations are going well. Zaprowski stated she would donate a basket for the raffle. Miller bought everyone an admittance ticket. (Thank-you Nan).
6. Review of Final 2021-2022 Budget: Fish reviewed the budget. We had a balance of \$5,779.83. Zaprowski suggested we use the balance to replace the microfilm reader that is almost unusable. We also need a new printer for the reader. Stickles stated she is applying for a Manley Grant for both items. It was decided we will just wait for another need to use on the balance.
7. Roof Inspection: Stickles stated that Peterson Roofing checks the roof twice a year In the spring and in the fall.
8. Maintenance of Building: Sunset Painting in Little Valley was the only bid to do power wash, scrape paint and do the windows on the outside of the building. The bid of \$1800.00 was accepted.
9. Insurance Buyout: One of our employees does not use our health insurance benefit. We have paid the employee the balance of her health insurance benefit for 2021 of \$375.00. Now we will pay a lump sum of \$1500 for 2022. Going forward we will continue this practice of a total yearly payment once a year.
10. Manager's Report: Stickles reported on the items in circulation, computer sign ups, our monthly programs which no includes 2 book clubs, our library visits and meeting room usage. She also outlined the dates and projects for April, May and June.
11. Next Meeting: The next meeting will be held on June 1, 2022 at 3:30 PM at Salamanca Library in the Congdon Room, 155 Wildwood Ave. Salamanca NY 14779
- 12.. Adjournment: Baird moved and Zaprowski seconded to adjourn at 5:03 PM. Motion passed unanimously.

Respectfully submitted,

Susan Zaprowski, Secretary, Salamanca Public Library

## May 2022 Financial Report

### May 2022 Activity

Revenue: \$3,812.68 (\$1,240.22 Materials Grant, \$2,296.00 Donations/Memorials)

Operating Expenses: \$14,785.87

### Fiscal Year to Date:

Operating Expenses Total: \$39,924.06

7410.4000 Fire and Liability Insurance: \$9,834.79

7410.1000 Salary and Wages \$21,579.10

7410.2000 Purchase of Equipment \$

7410.4010 Travel 0

7410.4020 General Office Expenses \$88.88

7410.4021 Phone \$83.47

7410.4022 Postage \$62.54

7410.4023 Programming and Supplies \$341.85

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 \$1,448.56

7410.4062 Periodicals \$

7410.4064 Audio-visual Materials \$309.47

7410.4066 eBooks \$25.00

7410.4120 Utility – Electric \$849.89

7410.4121 Utility – Water \$110.93

7410.4122 Fuel \$42.52

7410.4130 Indian Lease \$

9030.8000 Payroll Taxes \$2,010.11

9060.8000 Health Insurance \$2,536.44