

Salamanca Public Library

Board of Trustees Meeting Minutes

Wednesday July 6, 2022

Attendance: Trustees: Tim Baird, Nan Miller, Kathi Gimbrone, Linda Rychcik, Treasurer Dawn Fish, Library Manager Jennifer Stickles, and Chautauqua-Cattaraugus Library System Executive Director Janice Dekoff. Excused: Trustee Susan Zaprowski

1. Meeting called to Order by President Baird at 3:30 PM

2. Approve the Minutes
Changes to the June 1, 2022 meeting:
A Law Officer Inquire
Collection Development Policy
Gimbrone made a motion upon coming out of Executive Session to rescind vacation policy, since Baird needed to leave meeting, it was tabled for future discussion.

Motion to approve minutes of June 1, 2022 and Special Meeting of June 8, 2022, with changes, passed unanimously the Trustees.

3. Treasurer Fish presented the warranted bills. Discussion of the Workmen's Compensation, note this bill was for last fiscal year, bill recently received.
Gimbrone questioned bill for reimbursement to Stickles for Community Garden Project. President Baird said the Board was informed about the project and that it was in line with our Procurement Policy. Motion to pay by Miller and seconded by Baird, Motion passed as follows: Baird yes, Miller yes, Rychcik yes, Gimbrone no.

4. Approve Financial Report as reported by Treasurer Fish. Motion by Miller and seconded by Rychcik was passed unanimously by the Trustees.
Executive Director Dekoff plans to meet with our Treasurer Fish regarding financial report to the Trustees.

5. Vacation Policy: it has been brought to Board's attention of a problem with the Policy wording. Executive Director Dekoff will supply clarification on the Vacation Policy.

6. Discussion of Library Hours raised by Gimbrone, as to why library was not open on Mondays. Stickles again explained why it was impossible due to the number of staff. Rychcik noted that the loss of funding for the library resulted in loss of a position in the library. Gimbrone wants to use balance at year end to cover such cost. No decision was made.

7. Discussion of the Board members having a separate e-mail from their personal accounts. This idea is being explored.

8. Manager's Report: Library Manager Stickles reported on the County Summer Work Program. It started on July 5 th and runs till mid August. We will have two students working 10 hours a week. They will be trained by the Library Manager Stickles.

9. At this time the Library System Executive Director Janice Dekoff reviewed the role of a Library Trustee and the role of the Board. She will be supplying information for the Board.
10. Library Manager Stickles left meeting at 5:55 pm, due to staff person scheduled to leave at 6:00PM.
11. Motion made by Gimbrone and seconded by Miller at 6:16 PM to go into executive session to discuss a personnel issue. Motion passed unanimously by the Trustees. Discussion held, no action. Motion to come out of executive session at 6:35 PM by Miller seconded by Rychcik. Motion passed unanimously by Trustees.
12. Motion to adjourn meeting at 6:37PM by Miller seconded by Rychcik. Motion passed.

Respectfully submitted by,

Linda Rychcik, Acting Secretary