

**Salamanca Public Library
Board of Trustees Meeting
August 9th, 2023 4 PM**

Trustees Present: Sue Zaprowski, Tim Baird, Kathi Gimbrone, Gina Matteson, Patricia Magara; Library Manager: Jen Stickles; Library Treasurer: Dawn Fish; Absent: Liaison Mayor Sandra Magiera

A. Approve Agenda

Magara made a motion to approve the Agenda 2nd by Matteson

Yeas – 5 (Zaprowski, Baird, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

B. Approve Minutes of Previous Meeting

Magara agreed with Zaprowski that the minutes are lengthy and should be more concise. Stickles asked to clarify that she talked to the office manager regarding the audit. Stickles asked to clarify that the cost for bonding quoted was just for Dawn. Stickles found an omission under the wages which should state part “time” workers.

Magara made a motion to approve the Minutes from July 12, 2023 with the changes as noted 2nd by Matteson

Yeas – 5 (Zaprowski, Baird, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

C. Public Comments – NONE PRESENT

D. Pay Bills as Warranted

Fish stated that the bills were all the usual ones. Gimbrone requested that it be noted that Stickles misplaced the Deposit Slip for July 7, 2023 and that information regarding revenues from the previous month should not be included with the current month. Gimbrone questioned why some bills were not paid last month as they were overdue and Zaprowski was previously concerned about how that made the library look bad. Gimbrone pointed out that the Verizon bill was dated June 20, 2023, and was due on July 25, 2023. Fish stated that it was not in the monthly folder to be paid out last month. Gimbrone pointed out that the postage from the City was dated July 3, 2023, but Stickles stated that Sue Whitcomb did not send it via e-mail until August 1, 2023. Discussion took place regarding EFT 37 is also check number 10004 and that EFT 34 is missing. Fish stated that QuickBooks numbers the EFTs. Stickles requested to do a check for \$140.00 for the presenter on August 8, 2023. The amount was dependent how many were in attendance and there were three present.

Magara made a motion to Pay Bills as Warranted 2nd by Matteson

Yeas – 5 (Zaprowski, Baird, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

E. Review Financial Report

Matteson commented about the amount of donations. Gimbrone requested that Stickles explain how donations work. Stickles stated donations can go to Building and Grounds, General Book Budget, or a specific Book request (minimum of \$15.00) with name plate in memory.

Magara made a motion to accept the Financial Report 2nd by Matteson

Yeas – 5 (Zaprowski, Baird, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

F. Old Business

a. Annual Financial Report (AFR) Update

Stickles sent a request to the NYS Comptroller to receive an extension which was granted for 60 days past the due date to August 1, 2023. Stickles reached out to request another extension but was informed that they do

not grant a second request for an extension. Stickles did not discover that the AFR was necessary until speaking to Ed Bysiek during a discussion regarding an audit. Fish has tried to obtain a copy of the AFR completed in the past by the City to use as a guide but Comptroller Earley was not able to provide it at that time. Fish was to check back with the Comptroller to see if he was able to obtain this. Zaprowski said she will check with Mayor Magiera to get a copy of the completed form.

b. Friends of the Library

Gimbrone shared a flyer that a patron put out regarding the “not” the Friends of the Library (see attached) as well as made the Trustees aware that this individual also went to a Common Council meeting on July 12, 2023 requesting “donations of drinks and popcorn” for the “Friends of the Library” movie at the Library. Zaprowski was concerned of the image this presented especially due to the numerous spelling errors on the flyer. Stickles stated this individual also has a personal website where he often writes about the library. Stickles will talk with this individual to stress that the Trustees have concerns of utilizing the name without permission.

Gimbrone requested that Stickles explain to the new Trustees about the FOL. Stickles stated that it is a group formed to raise money for the Library and can earmark how this money is spent. Discussion regarding events that a real Friends of the Library could provide to raise money for the library such as a wine tasting, basket raffle, spaghetti dinner. Magara suggested contacting the school to see if a club would be interested in sponsoring the FOL.

G. New Business

a. New Trustee Terms - Dates

Gina Matteson to fill unexpired term of Linda Rychcik June 15, 2023 through January 31, 2024	Patricia Magara to fill the unexpired term of Nan Miller June 29, 2023 through January 31, 2026
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b. The role of a trustee

Stickles felt that due to the new trustee appointments that she should review the role of a trustee. Stickles stated that there are many different resources such as webinars that Stickles can provide to the new trustees. Stickles continued that the Library Manager and Dawn are the only employees of the Board of Trustees. Stickles continued that she is in charge of the library employees therefore there is a chain of command regarding how the employees should address an issue. If the issue is Stickles, then they go to the Board President who is the liaison to the Board of Trustees. Stickles felt it was important to keep that distinction to not jump over the Library Manager. Stickles said that the day-to-day operations such as book ordering or banning patrons are her responsibility.

Stickles shared “Working Together: Roles and Responsibilities Guidelines” which outlines the Library Director, Library Board, and Friends roles. Zaprowski added that the “label is a manager due to our population instead of the director.” Stickles explained that other libraries may be Director I or Director II titles based on population. Stickles then said that all the workers are Library Aides and get the protection of Civil Service but did not have to take a test. Stickles then read the “Twelve Golden Rules for Board Members” to the Trustees. Gimbrone pointed out that the “Working Together” guidelines is for Connecticut then shared that the NYS Trustee Handbook is a great resource referencing page 107 “Working Together: Roles & Responsibilities” and page 17 “Checklist for Effective Library Trustees.”

Stickles said that the Trustees would have to sign a Conflict-of-Interest Policy and watch the Sexual Harassment Video. Gimbrone commented that Stickles had requested that the Trustees watch the video months ago, which she did, but Stickles never had them sign anything as she had stated in the e-mail. Stickles continued that Trustees have to do training and Gimbrone stated that she had provided this information in previous meetings that the law about training requirements for Trustees which became effected on January 1, 2023. Gimbrone continued that we should included this in our By-laws and that the Cuba Library has already done so.

c. Committees – Programming and Policy

Gimbrone suggested that we form a committee as outlined in the Library By-laws for a Programming committee to increase participation. Gimbrone continued that she wasn’t opposed to doing so as a group but Zaprowski has stressed that the meetings are too long. Gimbrone provided a spreadsheet (see attached) from the past year and a half outlining the days, times, events, and number of participants highlighting the numerous programs

with zero or less than 5 participants. Gimbrone felt that we should have a committee to determine the reason for such low participation. Magara questioned how the events were advertised and Stickles stated that she puts in on the Library Facebook, puts up flyers in the library, and sometimes puts it in the newspaper. Gimbrone distributed an outline of categories from May 2023 where the Trustees requested Stickles to "implement more diverse types of programming" including Nature History of the Area – Tim Baird, Railroads – Stan Carlson, Local History – Historical Society, Ornithology – Tom LeBlanc or Tim Baird, Genealogy, Local Authors, First Aid/CPR/AED Training. Gimbrone continued these presenters all are very knowledgeable and have a passion for these topics. Zaprowski stated not Stan Carlson but rather Jare Cardinal would be more appropriate. Gimbrone felt that Carlson had a passion for the railroads. Magara stated that Carlson would be great for a painting class as he is an incredible artist.

A lengthy discussion took place with suggestions as follows:

- Gimbrone shared Stop the Bleed class flyer at Cuba Library; Stickles stated those types of classes cost too much money
- Gimbrone asked about Book Tok and using different platforms to get more patrons
- Announcements sent to school to be handed out to targeted age groups regarding specific programs
- Magara suggested ask classroom teachers to have students' complete projects on why we need a community library
- Matteson said to utilize Marra Stoltz, the Middle School librarian, as a contact to distribute information
- Contact Sandra Brundage, Youth Bureau Director, to distribute information at the Youth Center
- Stickles talked about EPIC – Family opportunity center to partner with on events especially younger children

Stickles decided that she would implement the Monthly e-newsletter again highlighting activities taking place in the library. Stickles would distribute this through an e-mail list. Magara has a list of businesses that may be willing to post the newsletter on their bulletin board. Matteson suggested programs such as read to your pet or read with neon lights. Gimbrone requested that Stickles tell the new Trustees about Ashley Chudy's Virtual Story Time and shared how successful it is each month. Stickles explained that Ashley includes her kids, cats, dogs, or puppets as she reads a book. Stickles stated that Ashley even brought her dog into the library to meet the kids. Trustees were not interested in forming a Programming Committee at this time so it was decided that they would re-evaluate program participation after implementing some of the suggestions.

H. Manager's Report – please see attached

Discussion regarding adding more cameras due to recent vandalism. Gimbrone questioned why the police were never notified about the vandalism. Gimbrone mentioned weeds along the side of the building should be removed. Gimbrone mentioned numerous cigarette butts in front of door. Addition to the Programming Leeora White Indigenous story teller date TBD. There will be approximately \$500 still remaining in the Cullen Funds. Stickles stated that the funds were to be used before the end of August and the Cullen Foundation just told her to use the money. Zaprowski questioned if the remaining money could be utilized for purchasing books however Stickles stressed that was not allowed.

I. Executive Session to discuss personnel matters

Zaprowski stated that there was no reason to enter into executive session and instead read the attached statement from Mayor Magiera regarding wages.

J. Adjournment: Meeting adjourned at 5:52 pm

Respectfully submitted,

Kathi Gimbrone
Kathi Gimbrone, Secretary