

**Salamanca Public Library  
Board of Trustees Meeting  
July 12, 2023 @ 4:02 PM**

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

**A. Welcome and Introductions**

New Trustee Magara was appointed by the Common Council to finish Trustee Nan Miller's term.

**B. Approve Agenda**

Gimbrone requested to add Wages and Manager Hours to Old Business and Parking Lot to New Business.

Magara made a motion to accept the Agenda with changes Matteson 2<sup>nd</sup>

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

Motion Passed

**C. Approve Minutes from Previous Regular (6-14-23) and Special Meeting (6-16-23)**

Gimbrone requested to meet with former Secretary Zaprowski to provide Official Minutes from previous meetings so that Manager Stickles can post them on the Library website since the last minutes posted were on "July 2022." Corrected minutes were never sent out. Baird commented that the minutes were more a transcript than a summary of what we do. Baird questioned "the quotes around what was said are you recording?" Gimbrone stated that she is typing the information and quotes during the meeting. Gimbrone continued that it does not take much to clean up the minutes. Zaprowski offered the use of the tape recorder. Gimbrone declined the need to use one stating that Zaprowski had trouble with it not taping in the past or running out of tape however Zaprowski stated that it never happened. Mayor Magiera stated that the City uses a tape recorder during the Council meetings.

Matteson made a motion to accept the Minutes Baird 2<sup>nd</sup>

Yeas - 4 (Zaprowski, Baird, Gimbrone, Matteson) Abstain – 1 (Magara) new member not present

Motion Passed

**D. Public Comments – NONE Present**

Gimbrone commented that when there are guests present, we should rearrange the room so that Trustees are facing the audience. Gimbrone continued last meeting "it was very uncomfortable sitting with my back to the guests." Mayor Magiera suggested that guests announce their names before they make a comment and guests cannot remain anonymous as it is a public meeting. Gimbrone mentioned that guests are actually not suppose to make any comments except during this portion although she believes we should be flexible and allow this to happen. Mayor Magiera commented that the City does allow the public to participate throughout the meeting. Gimbrone said that the School Board does not allow this to happen to which Magiera stated she recently heard that as well as the time limits placed on public participation and submitting questions ahead of time to the School Board.

**E. Pay Bills as Warranted**

Fish stated that the Bills were the normal ones and nothing important stood out. Stickles pointed out that Unemployment charged us more due to an interest assessment surcharge. Gimbrone asked for clarification of the previous Unemployment refund last month and was informed it was due to Unemployment tax rate change. Magara wondered if this was the normal amount spent monthly. Fish responded to the affirmative and explained that the Internet charge is quarterly. Magiera wondered if payroll was weekly however Fish explained it is bi-weekly.

Magara made a motion to accept the Warrant Sheet Baird 2<sup>nd</sup>

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

Motion Passed

## **F. Review Financial Report**

Gimbrone questioned why the Balance Sheet wasn't provided this time. Fish stated that she wrote it down but did not print it off this time and asked whether we wanted it. Gimbrone just asked for the material provided to be consistent each time. Magara questioned what program was utilized. Fish stated we use Quickbooks which does not match our Fiscal Year April to March. Since Fish was not familiar with this program Executive Director Dekoff trained Fish to use it and Dekoff had tried to change the dates from a calendar year to our Fiscal Year to no avail. Magara stated that she uses this program for her own business and suggested that Fish call the company as they are very helpful especially since we are a non-profit business. Gimbrone stated Fish has come a long way becoming comfortable utilizing the program. Magiera asked if we received the quarterly payment from the City however Comptroller Earley had requested the Library Manager to submit an invoice on the advice of their recent Audit. Stickles provided the invoice so Comptroller Earley told Stickles that the check will come sometime this week. Magiera explained to Magara the process of receiving money from the City.

Magara made a motion to accept the Financial Report Matteson 2<sup>nd</sup>

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

Motion Passed

## **G. Old Business**

### **a. Library Audit**

Stickles explained that Ed Bysiek met with her this week for a couple hours, asked many questions and reviewed Library information. Bysiek inquired about things such as "who handles cash" and tried to have a better understanding of what would be required to complete an audit. Then Stickles spoke with Bysiek by phone and was supposed to set up an appointment with his Office Manager however she received an e-mail from him stating "I do not have the capacity to complete the Audit for your Library." Stickles was disappointed that he had considered doing the Audit and didn't know what was said to make him change his mind.

Zaprowski reached out to Buffamante who suggested Bob Irwin. Fish stated she thinks that Irwin still works for Cathie Bridges. Magara suggested to ask other Libraries and Stickles informed her that we had already. Stickles talked to City Comptroller Earley who said they have the same problem finding someone to do their Audit. RA Mercer was suggested. Magara suggested William Krysick from Ellicottville who does work for her business. Magiera stated that the City Attorney said places just don't do Audits anymore.

Zaprowski explained that she wanted the Audit to get a credit card for the Library. Stickles stated that NYS highly recommends getting an Audit done. Stickles mentioned that Bysiek questioned if the Library had submitted the Annual Update Document (AUD) or Annual Financial Report to the NYS Comptroller to which Stickles informed him she wasn't aware that this was necessary. Stickles called NYS Comptroller's Office and discovered that the Library was still listed as an entity of the City but since we are no longer, we would be required to submit this form. Magiera stated it is due every year and you must utilize the Audit to turn in the information. The City has been under a NYS Audit for the past year for not submitting the AUD in a timely manner. It was suggested to contact Drescher and Malecki the City Auditor and Magiera will obtain their information for Stickles. Matteson suggested to contact the Southern Tier Library System to get more recommendations.

Magara questioned "why do you want a credit card? Why not use a debit card?" Stickles replied a debit card takes money out immediately therefore it can't be approved first whereas checks are not sent out until after approval. Fish stated that there are very few times when a credit card would need to be used. Gimbrone mentioned it happened once when Stickles paid for checks with her own money then had to be reimbursed. Gimbrone added that she does not see the need for a credit card. Stickles mentioned the Library is no longer able to use Staples due to a change in the ability to charge items. Magara discussed at her church they are allowed to use \$3,000 without approval in a crisis while other times are allowed to use up to \$100.

A discussion took place regarding the Annual Report which runs from January to December which is different from the Fiscal Year from April to March. Magara questioned why the years are different and it was explained that we need to coincide with the City because they fund the Library. Magiera questioned whether we could differentiate between fiscal versus business year.

Gimbrone stated that the Library could obtain a review versus an audit and suggested to contact Bob Ellis to do a review. She continued that Ellis used to work for the IRS and is local. Stickles will continue to reach out to places suggested and keep the Trustees informed.

**b. Bonding**

Zaprowski and her husband, Mike, met with Joe Bierfeldt, from Petruzzi Insurance, who reviewed our Library Trustee handbook. Joe believes that anyone that handles money should be bonded. Matteson questioned what "bonding" means. Magiera explained that it is an insurance to get money back if there were an issue of embezzlement. Bierfeldt quoted \$349 for both Jen & Dawn stating you don't want to be over bonded but not under bonded either. Zaprowski said the final figure may be more and Joe called the state himself but they were not very helpful. Magiera suggested that "you should be bonded for the amount you are funded." Magara asked "is the City writing a check directly to the Library to be deposited?" Stickles explained that we receive a check quarterly. Stickles continued that Jan asked if the Board Members were insured due to the financial oversight. Mayor Magiera stated that Library employees are no longer employed by the City and the only thing that the City does for the Library is the funding and the retirement. Gimbrone stated that they were covered but Magiera reiterated that they were not. Discussion took place whether all employees would be required to be bonded since they all take in money. Gimbrone stated that at schools it is only certain secretaries that are bonded not all employees even if they were to handle money such as a teacher who collected money for yearbooks would not be required to be bonded.

**c. New Hire – Part Time Library Aide: Tamaycha Arce – Start Date: June 22, 2023**

Stickles was quite pleased with Tamaycha and her ability to immediately begin performing in her new role as a Library Aide. Gimbrone stated that Tamaycha was working Saturday and Monday and questioned what other day she was working to get the 15 hours a week that she was hired to work. Stickles stated that Tamaycha was hired up to 15 hours a week but was told during the interview that she was not guaranteed to work that many hours. Gimbrone pointed out that the Library requested money from the City for a New Hire for 15 hours per week at \$14.20 and that Tamaycha should be working 15 hours per week.

Stickles said that she is only scheduled to work for 11 hours each week 5 ½ on Saturday and 5 ½ on Monday but could be used to fill in when a staff member takes off. Gimbrone mentioned that Shari recently took a week vacation therefore Tamaycha should have worked during that time and that regardless of whether a staff member is off Tamaycha should be getting 15 hours per week. Stickles said that Tamaycha wasn't needed when Shari was off. Fish stated that Tamaycha could work more hours one week and then less hours the next week but it would average out to 15 hours a week. Magara agreed saying maybe one week she would work 20 hours. Gimbrone reiterated that 15 hours per week was what the Board had approved for the new part time worker. Stickles said are you questioning what I told Tamaycha during her interview and Magara added to Gimbrone were you there? Gimbrone stated that she made the motion to hire a new Part-time Library Aide for 15 hours per week.

Gimbrone questioned how many hours the Youth Worker was receiving each week as well as the pay. Stickles wondered why this was asked as she felt it had nothing to do with the new hire and they are paid through the county but stated the Youth Worker had 17 hours/week at \$14.20/hour. Gimbrone noted that Tamaycha's sister, who is our Library's Youth Worker, was working more hours and getting more pay than our New Hire. Mayor Magiera stated that Tamaycha would speak up and say something if she wasn't happy getting only 11 hours. Gimbrone disagreed and felt bad for Tamaycha as she was hired for 15 hours per week. Magiera continued that she would check with the information given to the City during budget discussions.

**d. Wages**

Zaprowski began saying "Janet stated that we must keep it at 2%." Magiera added "employees were to get the same 2% that everyone else in the City received. Jack was upset about that the vacation was given instead of the 2%." Gimbrone asked Magiera if she was aware of what was being asked regarding the wages. Gimbrone then inquired of Zaprowski if she had informed Mayor Magiera about her request regarding wages. During the last Board meeting, held on June 14, 2023, Zaprowski agreed to bring her concerns to the Mayor so she could address them with the Council. Zaprowski stated that she had forgotten to do so.

Gimbrone stated that this has nothing to do with the 2% and since January she has been requesting that the full-time workers receive a \$1.00 increase to their hourly wages which is the same amount that the part-time workers received in order to be fair to all our workers. At that time the Trustees wanted to wait to see what happened with the City Budget. Gimbrone pointed out that Minimum Wage has gradually increased since 2016. Gimbrone said the full-time workers have worked at the Library for ten years, which Stickles confirmed was accurate since she said they were hired within a couple months of each other, but their wages have not increased along with the minimum wage. Gimbrone shared the following chart that outlines the wage increase:

**General Minimum Wage Rate Schedule**

Location	12/31/16	12/31/17	12/31/18	12/31/19	12/31/20	12/31/21	12/31/22*
Remainder of NYS	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	\$13.20	\$14.20*

Gimbrone stated that the Part-time worker was hired in 2020 at \$12.00 and their wages have increased by 20% since then as they are now making \$14.48 while the full-time workers' wages have only increased 4% during that same amount of time. Fish stated that she can see both sides and that the part-workers received the minimum wage increase of \$1.00 than received their 2% increase on top of that. Magiera stated that the same thing happened when she worked at Parkview for numerous years and new hires were coming in making more money.

Gimbrone mentioned that the City recently gave \$3.00 for the police and fire to which Mayor Magiera said it was just the police in order to retain workers and the DPW also negotiated the increase as one Councilmember felt if they did it for one then they needed to do so for the other. Gimbrone continued that the last time she requested this \$1.00 increase for the Full-time workers Zaprowski voted against it without knowing how much the Library had in Reserves. Gimbrone shared information outlining the amount of money this would entail for the 23-24 Fiscal Year \$3,430.00. Treasurer Fish stated that this money is available as the Library currently has a Reserve Balance of \$21,984. Magiera questioned whether this amount was accurate as some money is earmarked towards specific things such as the Friends of the Library. Gimbrone pointed out that all the earmarked amounts have been subtracted out.

Magara questioned Stickles as to her feelings regarding this request. Stickles stated that she is against this as she feels that the Council will not approve and then hold it against the Library during the next Budget. Mayor Magiera then stated that the City could decide to give the Library \$1.00 for their entire yearly budget. Gimbrone stated that her goal is to compensate the workers reading a statement from the Trustee's handbook "support competitive salaries in order to attract and retain qualified staff. Appropriate compensation is a direct measure of the commitment and respect a community has for the institution and its staff" (p. 18). Gimbrone continued that she didn't want to piss off the Council which is why she wanted to find out how the Council felt about this request. Stickles requested to get their responses in writing. Baird stated that no one is against compensating the workers to which Stickles stated that she agreed that they deserved it. Zaprowski stated that she would ask the Mayor to discuss it with the Council.

**Magiera exited the meeting at 5:30** during the discussion. Before exiting Magiera stated that she has previously told the Board that when talking about specific employees, wages, and hours it should be done in Executive Session. Gimbrone provided Trustees with a list from the Trustee's Handbook outlining topics to be discussed in Executive Session.

#### **e. Manager Hours**

Gimbrone stated that Stickles was granted 1 ½ hour less per week for a one-year time period however she did not return back to her normal hours on April 1<sup>st</sup> as required to do so. Zaprowski said that Stickles salary did not increase. A discussion took place regarding the wording of previous meetings not stated clearly. Magara felt that the By-laws should be more concrete. Matteson added someone taking a \$3000 pay cut should have been documented. Magara felt that Stickles was a great librarian who ran an awesome library so she should be able to continue working the 1 ½ hour less per week. Magara requested that Zaprowski make a motion to decrease Stickles hours however Gimbrone informed Magara that it doesn't have to be the President and that Magara could make a motion.

Zaprowski proposed Stickles regular hours of 34 hours per week and Magara stated Stickles should keep those hours until reinstated to her previous salary 2<sup>nd</sup> Matteson

Yeas – 4 (Zaprowski, Baird, Matteson, Magara) Nays – 1 (Gimbrone)

Motion passed

Gimbrone requested it be noted that Stickles should have worked that many hours since April 1<sup>st</sup>. Magara questioned what was meant to which Stickles replied "she's saying that I owe that 1 ½ hour per week since I didn't work." Gimbrone stated that the motion would have to be retroactive.

Magara motioned that the previous motion be retroactive until April 1, 2023 2<sup>nd</sup> Baird

Yeas – 4 (Zaprowski, Baird, Matteson, Magara) Nays – 1 (Gimbrone)

Motion passed

#### **H. New Business**

##### **a. Library Parking Lot**

Stickles informed the Board that soccer families are utilizing our parking lot therefore there is not parking places for library patrons. Stickles tried to talk to them and was verbally accosted by the "soccer moms" who stated it is City property. When Stickles told them they could park at the Municipal building they told her they were not going to walk that far. Stickles continued that on Thursday night she was yelled at by the coach saying "mind your business, go back in to the library and eat your snacks." Baird stated that this has always been an issue and the past manager suggested signs. Stickles was concerned with how much money it would cost to have them installed. Stickles continued that we need some spaces for the library. Zaprowski asked how many spaces are needed for the library. Gimbrone suggested at least the ones against the building and the first row closest to the road. Stickles agreed that the parking places along the building should be reserved. Matteson said you could put the library hours on the signs.

We were informed that soccer families received a text regarding the library parking lot situation. The legalities regarding this issue were discussed. Magara suggested to ask the Police to go out and enforce it. Gimbrone stated that she was at the library on Thursday and there was a police officer walking around the parking lot at the Municipal building heading towards the library. Baird said most people will respect handicap signs.

Stickles reached out to Zaprowski during the week regarding this issue. Zaprowski talked to Mayor Magiera, yes, this parking lot is library property. Next Zaprowski called Lloyd Long, who was formerly head of the soccer program (now traveling league) he talked to Heather Fox, current head of soccer program, and asked her to contact coaches who did receive a message. It is unknown if coaches did their part. Fish stated to be fair we don't need all of the parking spaces – not the intention of everyone.

It was suggested to place pylons with signs to reserve parking places for patrons. This was a good idea but need someone to enforce it. Magara commented that if we had Schubert make the signs it would take two months since they are so busy. Matteson suggested contacting the School STEAM program that makes signs – Jenn Whitcher Hawkins is involved. Fish added that the BPU has utilized the school in the past to make signs.

**Trustee Magara exited 5:48**

I. **Manager's Report** – see attached report

**Safety Concerns:** Matteson inquired if Narcan was available as she witnessed someone who appeared to be under the influence outside the library. Stickles informed her that nasal Narcan is available at the Library and fortunately we have never had to use it. The part time employee has taken the training through the Seneca Nation. Gimbrone mentioned she heard that the police were called recently and that the Board was never informed. Stickles said she called police when a girl was sleeping out front of Library about a month ago. In addition, the Police were called for a patron that passed out in the Library who had recently had surgery. Gimbrone reminded Stickles that the Board requested to be immediately informed when Police assistance is necessary.

Gimbrone inquired if Aspen cleans out front of the library as there is a lot of garbage. Stickles stated that recently a patron cleaned out front of the Library. Gimbrone suggested that if Aspen is able to safely do so that this should be added to the cleaning routine. Stickles stated it is a losing battle to ask people not to smoke out front.

**First Amendment Audit "Auditing Erie County":** Gimbrone requested Stickles explain to the Trustees about these audits. Stickles stated that a person records the premises in order to ensure that libraries are following requirements involving 1st amendment rights. This has occurred at Franklinville, Gowanda, and Olean Libraries. Director Dekoff suggested that we create a policy for video recording. Stickles felt it puts employees in an uncomfortable position but as long as they are in the public they are legally allowed to record. Baird questioned "do they introduce themselves?" and "are you able to film them back?" Gimbrone explained that this has taken place at the police station and they used their body camera to video tape the auditor. Stickles stated that this is a trendy thing to do now by creating an issue to escalate to receive more people viewing their video. Stickles has informed all the workers on how to respond if this occurs.

**Programming: Cullen Grant** Stickles informed the Board that someone backed out of presenting and stated that there is \$1700 left to spend and found 3 individuals to possibly present the following: Cedar Dream Catcher or Jewelry, Lorinda John; Canvas Paint Night, Carlen Familo, (\$35/person – limit of 12 people Total \$420); Leather working, Cliff Redeye, (\$500) Aug 30. Matteson suggested Basket Weaving with Andrea Cooke.

**Casa Trinity** – Stickles reached out to Carrie Brown who may do puppet show/face painting.

Gimbrone suggested that we have a Programming Committee as dictated by our By-Laws in order to address lack of participation in our programming. Zaprowski wanted to discuss it during our next meeting.

J. **Adjournment:** Meeting adjourned at 6:30 pm

Respectfully submitted,  
*Kathi Gimbrone*  
Kathi Gimbrone, Secretary