

**Salamanca Public Library**  
**Board of Trustees June 14, 2023 4 pm**

Trustees Present: Sue Zaprowski, Tim Baird, Kathi Gimbrone; Library Manager: Jen Stickles;  
Library Treasurer: Dawn Fish; Liaison Mayor Sandra Magiera  
Guests: Phillip Slater, Gina Matteson, Shirley Valandra, Aaron Minner, Judy Olsen, Renee  
Abrams (arrived at 4:10)

**A. Approve Agenda**

Gimbrone requested to add Executive Session. Mayor Magiera had previously suggested that it is on the agenda each time regardless of whether we use it or not.

Motion made by Gimbrone to approve agenda with noted addition 2<sup>nd</sup> by Baird

Yeas – 3 (Zaprowski, Baird, Gimbrone) Nays – 0

Motion Passed

**B. Approve Minutes of Previous Meeting – May 10, 2023**

Zaprowski thought that the last paragraph regarding Manager hours should be reworded. Gimbrone stated she would change it from a “Discussion” to state “Gimbrone questioned whether Stickles returned to her normal 35.5 work week vs 34 which she said was given for 1 year along with the extra week vacation for Stickles and library workers.”

Motion made by Gimbrone to approve the previous meeting minutes with the changes as indicated Baird 2<sup>nd</sup>

Discussion: Zaprowski brought up minutes regarding this topic then Gimbrone provided documents from 2 board meeting minutes in which she requested that the wording be clarified. Magiera directed that this issue should be discussed in further detail in Executive Session at the end due to the personnel issue.

Yeas – 3 (Zaprowski, Baird, Gimbrone) Nays – 0

Motion Passed

**C. Public Comments - NONE**

**D. Pay Bills as Warranted – Moved to Executive Session**

**E. Review Financial Report**

Treasurer Fish reviewed the Expenses, Revenues, and Reserves as shown on the attached documents. Gimbrone had questions regarding what “Liabilities and Equity” on the Balance Sheet indicated. Fish stated these numbers come from Quickbooks and may be a beginning balance however she was unsure. Trustees had positive comments regarding the new format.

Gimbrone made a motion to accept the Financial Report Baird 2<sup>nd</sup>

Yeas – 3 (Zaprowski, Baird, Gimbrone) Nays – 0

Motion Passed

**F. Old Business**

**a. New Hire – Tamaycha Arce – Stickles will contact to set start date**

Manager Stickles outlined the procedure utilized for advertising a part time library aide to work on Saturday and Monday. She stated that there were lots of applicants which she called but got no responses. Discussion regarding Tamaycha Arce who was our Library’s County Youth Program intern in 2017 & 2018. Mayor Magiera stated she also worked at City Hall in 2020 & 2021 during the pandemic. Stickles stated that Tamaycha can have a flexible schedule to fill in one other day. She is highly recommended by Stickles & Magiera

Gimbrone made a motion to appoint Tamaycha Arce to the new Part-time aide position starting as soon as possible Baird 2<sup>nd</sup>

Yeas – 3 (Zaprowski, Baird, Gimbrone) Nays – 0

Motion Passed

#### **b. Library Audit**

Manager Stickles stated that Ed Bysiek is the only person interested and she contacted him recently to ensure he still has the same offer on the table. According to Stickles, Cathie Bridges has not responded. Gimbrone questioned when the last time Stickles reached out to Bridges, but Stickles could not provide that information. Zaprowski stated that we need to get the audit done and we must get initial one done to deal with financials. Magiera discussed the NYS auditor which has been at City Hall for months.

Baird made a motion to hire Ed Bysiek to do the audit Zaprowski 2<sup>nd</sup>

Discussion: Gimbrone stated an audit is not required by law but she is not opposed to an audit, she indicated she wanted to wait until we receive another quote. Zaprowski felt we had given Bridges plenty of chances. Baird commented that this fellow has a background in library audits.

Yeas – 2 (Zaprowski, Baird) Nays – 1 (Gimbrone)

Motion Failed

#### **c. Manager's Hours – Moved to Executive Session**

G. **Manager's Report** – Stickles reviewed the attached report. Additional discussions involved the following:

**Annual Report:** Gimbrone questioned whether the Annual Report had been submitted. Stickles stated it is still being looked at by CCLS due to financial issues that still exist. Treasurer Fish stated it was a transition year as the City was previously responsible for the finances. Mayor Magiera indicated that there was an issue regarding amounts during the final meeting stages with the City Comptroller, Library Treasurer, Library Manager, and Mayor. Guest Matteson inquired regarding funding stating her previous village library received money from the school district. Stickles explained that there are different types of libraries and ours is a Municipal Library with the Budget provided by the City so the amount can change from year to year going up and down.

**Programming:** Stickles outlined the lack of participation in several recent library programs. Magiera questioned how programs are advertised and whether the paper is notified. Stickles stated that she puts it on the Library Facebook. Gimbrone asked if Stickles took her suggestion to send information home through the school district as organizations do this all the time. Zaprowski agreed saying Stickles could pick an appropriate grade level to send notices home. Guest Matteson volunteered to contact the school for us

**Flower Basket:** Former Trustee Nan Miller filled the flower basket for us. Judging will take place on the 20<sup>th</sup>.

**Summer Reading:** Gimbrone questioned whether Stickles sent out letters to businesses for donations towards Summer Reading. Stickles stated that she did not as she only received donations from a handful last year. Magiera inquired if in person follow up visits occurred and as to how much money is needed. Stickles informed us that money is needed for adult prizes i.e. hammock, backpack. Stickles indicated that she has lots of kid prizes already. Bingo boards are used to qualify for a prize. Previously businesses donated \$300. CCLS Grant will probably be about \$100 towards summer reading

**Trustees Resignations:** Zaprowski provided a handout entitled "En Masse Resignations" regarding a new law about Trustees not resigning "until a successor has been appointed."

**Policies:** Zaprowski mentioned she would like to set up a schedule to review all the policies. Executive Director Dekoff previously stated that there are certain types of policies missing. Gimbrone inquired about the Policy Binder Trustees requested Stickles create especially with new trustees coming aboard. Stickles has not done so yet.

**Time Limits:** Zaprowski suggested setting time limits for public comments i.e. 3 minutes. Mayor Magiera stated the City Council does not set a time limit unless they are continuing to dwell on, they allow them to come and voice their concerns.

**Meeting Day:** Zaprowski mentioned changing the meeting night to accommodate Magiera asking Trustees to consider Tuesday or Thursday. Magiera stated she didn't mind having another meeting right after the Library meeting as it is just across the parking lot.

**Craft Nights** – Guest Valandra inquired about craft nights and calling participants that signed up: “Do you do follow ups for reminder calls? I run a small business and people are so busy and people don't always put it as a high priority.”

**Friends of the Library (FOL)** – Guest Valandra inquired about this group. Stickles explained it is a separate fundraising group that Library Trustees cannot do themselves. Basically, FOL hold events and tell the Library how to spend this money. Stickles stated that the Manager is a liaison between the two groups. Gimbrone supplied Guest Valandra with a copy of each role. They receive 501c status and Zaprowski explained we had money donated to start a FOL. Stickles said we must have a lawyer to set up and create by laws. Guest Valandra questioned “so the council tells you what money you have, and you cover the shortfall? So, what is the difference.” Stickles stated it is a \$100,000 difference compared to 2018 and we must work within what we get. This year the City gave us more money due to decisions that must be made, and some things are lower such as the book budget and programming budget. Stickles continued FOL focuses on collection development and programming. Mayor Magiera stated in January the library brings the budget to the City to decide how much money they need and the City decides how much money the library will receive.

H. **Executive Session** – entered at 5:40

Gimbrone made a motion to enter Executive Session to discuss the Warrant Sheet & Policies Baird 2<sup>nd</sup>

Yeas – 3 (Zaprowski, Baird, Gimbrone) Nays – 0

Motion Passed Exited executive at 6:07

Gimbrone requested that Check #1255 be deleted from the Warrant Sheet as it goes against the *Conflict-of-Interest Policy*. Gimbrone made a Motion to Accept the Warrant Sheet with the deletion of check #1255 Baird stated he did not agree with it.

Discussion: Stickles stated that she had already given the check to the program presenter as they were paid the day of event. Zaprowski remarked that it was understandable, don't have to worry about the check getting lost. Baird stated we were at an impasse. Gimbrone stated that she would not vote against her principles. Baird stated that Gimbrone should.

Motion made by Zaprowski to Accept the Warrant Sheet Baird 2<sup>nd</sup>

Vote Yeas –2 (Zaprowski, Baird) Nays –1 (Gimbrone)

Motion Failed

Manager Stickles stated, “Too bad that the citizens didn't get to see what the Board is really like as people were behaving really different when they were present.”

I. **Adjournment** – Meeting adjourned at 6:25 pm

Respectfully submitted,  
Kathi Gimbrone, Secretary