

**Salamanca Public Library
Board of Trustees Meeting
September 13, 2023 at 4 PM**

Trustees Present: Susan Zaprowski, Kathi Gimbrone, Gina Matteson, Patricia Magara; Library Manager: Jen Stickles; Liaison Mayor Sandra Magiera; CCLS Executive Director: Jan Dekoff
Arrived @4:45 Trustee: Angel Fisher; Absent: Library Treasurer: Dawn Fish

A. Approve Agenda

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

Yeas – 4 (Zaprowski, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

B. Approve Minutes of Previous Meetings

Magara made a motion to approve the Minutes from August 8, 2023, Regular Meeting and August 30, 2023, Special Meeting 2nd by Matteson

Yeas – 4 (Zaprowski, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

C. Public Comments – NONE PRESENT

D. Pay Bills as Warranted

Stickles reviewed the bills stating there were a couple from the Cullen Grant so all the checks for that have been paid out. Stickles continued there was a call to fix the plumbing in the bathroom. Magara questioned whether the lighting issue had been resolved. Stickles said that the electrician ordered a timer that will be around \$200-\$250 to replace. Magara mentioned that all the Cullen Grant money was spent. Stickles stated that there is \$180 left to spend from the Cullen Grant but we are able to purchase art supplies for other projects. Magiera questioned what the Cullen Grant was used for and Stickles stated that it had to be enrolled Indigenous Artists. Stickles concluded that the rest of the bills were the usual ones.

Matteson made a motion to approve Paying the Bills as Warranted 2nd by Magara

Yeas – 3 (Zaprowski, Matteson, Magara) Nays – 1 (Gimbrone)

Motion Passed

Discussion: Stickles asked Gimbrone why she voted against payments to which Gimbrone responded that check #1300 for \$500 to Karlene Familo & check #1304 for \$200 to Lorinda John were both paid out before they were approved. Gimbrone continued that during the August meeting Stickles requested approval of a check for \$140 to Lorinda John but the other two were never authorized. Gimbrone felt that since expenses were supposed to be authorized before they were paid out, she voted against approving the bills.

E. Review Financial Report

Stickles informed the Trustees that Treasurer Fish was no longer attending meetings but had agreed to stay on until a new Treasurer was appointed therefore Stickles reviewed the Financial Report. Magara was concerned with the Maintenance and Equipment as it is at 95% usage. Zaprowski said it could be adjusted.

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

Yeas – 4 (Zaprowski, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

F. Old Business

a. Treasurer Position – Executive Session @ 4:15 pm

Motion to enter Executive Session to discuss the candidates for the Treasurer Position made by Matteson 2nd by Magara

Yeas – 4 (Zaprowski, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

Motion to reconvene out of Executive Session made by Magara 2nd by Matteson

Yeas – 4 (Zaprowski, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

Exited out of Executive Session @ 4:35

G. New Business

a. Vice President of the Board of Trustees position

Nomination made by Matteson to appoint Magara as Vice President 2nd by Magara

Yeas – 4 (Zaprowski, Gimbrone, Matteson, Magara) Nays – 0

Motion Passed

b. Date of Board Meeting

Decision to continue with the same day and time for the Regular Meetings. Gimbrone requested that Special Meetings always be held at 4:00 pm to allow those that work to attend.

c. Library Holidays – Trustee Fisher arrived during this discussion

Gimbrone provided the Trustees with a spreadsheet showing current holidays for our Library, the City, NYS, and local schools. A discussion took place regarding each of the aforementioned with each representative commenting.

Motion made by Gimbrone to add Dr. Martin Luther King Jr. Day, Labor Day, Indigenous/Columbus Day to the Library Holidays 2nd by Magara

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

Motion Passed

H. Manager's Report – please see attached

Cattaraugus County One Step Youth Worker, Jory, employment ended the 3rd week of August. Her main project was weeding. Zaprowski asked if Stickles had to complete an evaluation to which she replied that these occurred on a weekly basis.

Gimbrone commented that she was pleased with the binders containing Library policies and other important Library documents that Stickles provided to each Trustee. Gimbrone provided the Trustees with a copy of the roles and responsibilities for library employees as well as the Library Manager's evaluation rubric to be included in the binder. Gimbrone also stated that the Treasurer's roles and responsibilities she provided at the last meeting could also be placed in the binder. Stickles stated that we should just add this to our Table of Contents.

I. Executive Session – Not utilized during this time

J. Adjournment - Meeting adjourned at 4:58 pm

Respectfully submitted,



Kathi Gimbrone, Secretary