

Salamanca Public Library  
Board of Trustees Meeting  
December 13, 2023

Trustees Present: Susan Zaprowski, President, Patricia Magara, VP, Gina Matteson, Secretary  
Absent: Angel Fisher

Attendees: Fred Saradin, Library Treasurer, Sandra Magiera, City of Salamanca Mayor, Kerry Kennedy, Jennifer Stickles, Library Manager

**A.) Called to order at 4:00:** by President Zaprowski

**B.) Approve Agenda:** P. Magara motioned to approve the agenda; G. Matteson seconded  
Motion passed unanimously :3 yeas and 0 Nays

**C.) October Meeting Notes:** P. Magara motioned to accept the October meeting notes; G Matteson seconded  
Motion passed unanimously: 3 yeas and 0 nays

**D.) November Meeting Notes:** P. Magara motioned to accept the November meeting notes: S. Zaprowski seconded  
Motions passed unanimously: 3 yeas and 0 nays

**E.) Public Comments:** none

**F.) Pay Bills as Warranted:** P. Magara motioned to approve paying the bills as warranted; G. Matteson, seconded: Motion passed unanimously: 3 yeas and 0 nays

1.) this motion included an additional bill added to the warrant sheet in the amount of \$3888.15 that will be paid to S. Adams, attorney.

**E.) Review of Financial Report:**

S. Zaprowski motioned to approve the Financial report given by Treasure Saradin: P. Magara, seconded this. Motion passed unanimously: 3 yeas and 0 Nays

1.) Discussions pertaining to the library budget being in favorable shape; Library Manager Stickles purchased a laser printer for \$479; Library has received &0% of it's budgeted revenue from the City of Salamanca

**F.) Old Business:**

Library Manager, Jennifer Stickles lead a discussion pertaining to the 1<sup>st</sup> Draft of the Fiscal Budget for the library for the 2024-2025 year- there was no action taken therefore there was no motion made.

**G.) New Business:**

1.) Bonding of Treasurer Saradin:

Motions to bond treasurer Saradin for \$50,000 through Petruzzi Insurance for the amount of \$175 by Gina Matteson; Seconded by P. Margara  
Approved unanimously 3 yeas and 0 Nays

An additional motion to add this payment of \$175 to Petruzzi insurance to the current warrant sheet was made by P. Magara; Seconded by S. Zaprowski  
Approved unanimously 3 yeas and 0 nays

2.) Closing policy: Library Manager Stickles presented a library closing policy based upon weather and other concerns

A motion to accept the closing policy was made by P. Magara; S Zaprowski seconded the motioned  
Approved unanimously 3 yeas and 0 nays

3.) Reconsideration of Materials policy:

Motion to change line 6 in the policy to: librarian, trustee, and staff person; remove two professional librarians was made by G. Matteson and seconded by P. Magara

Approved unanimously 3 yeas and 0 nays

#### **H.) Manager's Report**

Library Manager Stickles read the report. She highlighted seeking grants for community arts workshops

**I.) Executive session: none**

**J.) Meeting adjourned at 5:23**