

Salamanca Public Library  
Meeting of the Board of Trustees  
March 20, 2025

**ATTENDEES**

Trustees: Susan Zaprowski, Tim Baird, Gina Matteson, Gina Valent. Also in attendance were Library Manager - Jennifer Stickles, Treasurer - Tammy Davies and visitors - Nan Painter and Kathy Nerogic

**AGENDA**

**Call the Meeting to Order**

A. The meeting was called to order at 4:04 P.M. by Zaprowski, President

**Approve the Agenda**

B. A motion to approve the agenda was made by Matteson and seconded by Baird. The vote was unanimous. Motion approved

**Approve Minutes of Previous Meeting**

C. A motion to approve the minutes of the February 18, 2025 meeting was made by Matteson and seconded by Baird. The vote was unanimous. Motion approved

**Pay Bills as Warranted**

D. A motion to approve the warrant sheet as presented was made by Valent and seconded by Matteson. Vote was unanimous. Motion approved.

**Review Financial Report**

E. Davies reviewed the financial report. The Annual Financial Report (AFR) is due to the State. Davies will complete this report. Davies suggests that we need a contingency fund. The State recommends that we have a contingency fund to match the amount of a one-year budget. Currently, \$100,000 is needed for a

new roof. Stickles will apply for a NYS Construction Grant for the roof.

The library will need to front 25% to start. We will require at least \$20,000 per year for the next five years.

### **Public Comments**

F. Kathy Nerogic, Guest, inquired whether we have a Building Funds Account. She also made other suggestions.

### **New Business**

#### **G. Congdon Room**

Stickles would like to make the Congdon Room more user friendly. She would like to revamp this space. Stickles requested the use of the Memorial Fund to purchase foldable chairs and tables to provide a variety of set-ups and more usable space for programs. The current tables are very heavy and difficult for the staff to move in order to serve a variety of programs. It is estimated that it will cost \$360 to purchase new tables. At this time, the library will continue to use the existing chairs. The Board authorized the purchase of up to six tables to be used in the Congdon Room. A motion was made by Baird and seconded by Zaprowski to approve the purchase of tables up to the amount of \$380. The vote was unanimous. Motion approved

### **Personnel**

A motion to enter Executive Session was made by Baird and seconded by Valent at 5:24 p.m. The Executive Session ended at 5:49 p.m.

### **Community Survey**

Stickles reported on the results of the community survey on

Facebook. There was a great positive response. There have been 18 responses thus far. 83.3% reported being Very Satisfied, while 16% reported being somewhat satisfied.

### **Manager's Report**

H. Stickles reviewed library stats for the past month.

850 library visits

15 new library cards

833 books circulated

427 DVD's circulated

Mattison suggested beginning a Jigsaw Puzzle contest. Olean Library recently held this program and it was well received.

### **Adjournment**

The meeting was adjourned at 5:50 p.m.

Respectfully submitted by,

Gina Valent, Trustee