

Salamanca Public Library
Board of Trustees Meeting
June 11, 2024

Trustees Present: President, Patricia Magara; VP Angel Fisher, Secretary Gina Matteson

Jennifer Stickles, Library Manager
Jan Dekoff, CCLS Executive Director

A.) Called to order at 4:03: by President Magara

B.) Approve Agenda: Gina Matteson motioned to approve the agenda; Angel Fisher seconded
Motion passed unanimously: 3 yeas and 0 Nays

C.) Approved Minutes of May 14th with noted corrections needed: Patsi Magara motioned to approve the minutes; Angel Fisher seconded. Motion passed unanimously: 3 yeas and 0 Nays

D.) Pay Bills as Warranted: discussion of NYS retirement and access needed by the treasurer; changes were addressed about the electric/water bill and the retirement system. Patsi Magara motioned to pay bills as warranted with changes; Gina Matteson seconded. Motion passes unanimously: 3 yeas and 0 nays

E.) Review Financial Report: discussion of balance sheet, reserve account, and what the library manager needs to share with the treasurer.

F.) Public Comments: none

G.) Old Business:

1.) Fiscal Control Policy: Patsi Magara motioned to accept the new Internal Financial Control Policy; Angel Fisher, seconded; motion passed 3 yeas and 0 nays.

2.) Renovations due to building damaged by car:

a.) Jim Hannon does not want to do scope/bids without insurance report however the insurance person wants the invoices and scope. Jen Stickles was instructed to ask Jim Hannon to write up a scope(that includes possible issues that may be present or develop when the damaged areas are uncovered) to show the insurance company. Jen is to reach out to the insurance adjuster.

b.) Jen Stickles will contact Peterson Roofing and two other roofing contractors for replacement bids by July 12, 2024. Jan Dekoff suggested that the library look into the NYS construction bid that may help with this cost.

H.) New Business: discussion about an employee probation evaluation

Moved to executive session at 4:53 by Patricia Magara

Moved out of executive session at 5:14 PM

An ad will be placed for a new library employee

I.) Manager's report:

Jen gave updates on workshops and library events.

J.) Adjournment: 5:40