

Salamanca Public Library
Board of Trustees Meeting
September 11, 2024

Attending: Trustees: Angel Fisher, Patsi Magara, Gina Matteson (arrived at 4:30 pm) Susan Zaprowski. Excused: Kari Kennedy
Library Manager: Jennifer Stickles

1. Meeting was called to order by President Patsi Magara at 4:04 pm.
2. Approve agenda: Angel Fisher motioned to approve the agenda. Patsi seconded.
3. August Minutes: Susan needs to send a copy of the August minutes to the board.
4. Library Manager's Retirement Amount: Jennifer Stickles reported that since April 4.5% has been taken out of her paycheck for her retirement fund instead of 3.5% which is the correct amount. From April thru September \$241.23 has been incorrectly deducted from her paycheck. She needs to be reimbursed. Susan motioned and Patsi seconded that Stickles be issued a reimbursement check in that amount. Motion passed.
5. The financial report was reviewed. All accepted the report.
6. Construction Project on the front corner of the building: Stickles reported that the bricks have been ordered. Leftover paint has been found and the painters will be able to match it to complete the painting that needs to be done. The library received an \$8,000 check from the insurance company.
7. Preview every quarter for their first year of employment.
8. Executive Session: The board approved to go into executive session at 4:31 pm. to review an employee evaluation. Came out of executive session at 4:50 pm.
9. Magara stated that officer nominations will need to be done in a couple of months. We need to review the nomination by-laws to insure that it is done properly.
10. Magara stated that we need to do an annual evaluation for our library manager. She gave each trustee a copy of evaluation forms to complete for our library manager, Stickles.
11. The meeting was adjourned by Magara at 5:24 pm.

Susan Zaprowski