

**Salamanca Public Library
Board of Trustees Meeting Minutes February
18, 2025**

Those present at the meeting included

Trustees: Susan Zaprowski, Tim Baird and Gina Valent. Also present was Library Manager, Jennifer Stickles.

A. Call the Meeting to Order

The meeting was called to order at 2:02 p.m. in the Congdon Room.

B. Approve Agenda

There was a motion to add “paying of the utilities” under New Business. A motion to approve the agenda was approved by Baird and seconded by Valent. Voting was unanimous. Motion carried.

C. Approve Minutes of Previous Meeting

The minutes of the January 25, 2025 meeting were approved as presented on a motion by Baird and seconded by Zaprowski. The vote was unanimous. Motion approved.

D. Pay Bills as Warranted

The Board reviewed the warrant sheets and suggested that they be presented in a more traditional manner. A motion to approve the bills was made by Baird and seconded by Zaprowski. The vote was unanimous. Motion approved.

E. Review Financial Report

The financial report was reviewed by Stickles. The final budget from the City for the 2025-2026 fiscal year has been received. Discussion ensued.

F. Public Comments

There was no public participation.

G. Old Business

a. Library Budget

The Library budget for the 2025-2026 fiscal year was reviewed. The Library requested a total amount of \$229,727 for this fiscal year. We have been approved to receive \$223,380 (.018% of the City budget). That leaves a difference of \$6,347 which now must be cut from the library budget. Discussion ensued regarding how to make these cuts. We no longer have reserve funds to fall back on. Salary, programming, books and DVDs are the only flexible lines. A motion was made by Zaprowski and seconded by Baird to enter Executive Session. Executive Session was entered at 2:50 p.m. for discussion of personnel. The Board left Executive at 3:21 p.m. A motion to cut staffing hours due to budget cuts will be made by the end of the current fiscal year. The cuts will involve cutting back part-time scheduled hours. Vote was unanimous. Motion carried.

H. New Business

a. Computers

The library's computers are aging and are no longer capable of being updated to the new version of Windows. It will be necessary to purchase 16 new computers at the cost of \$860 per computer. This comes to a total of \$13,000 to replace all of them. Stickles is researching grant options to help with this cost.

b. Paying of Utilities

A motion was made by Valent and seconded by Baird to pay the utility bills prior to the Board meetings. Vote unanimous. Motion carried.

I. Manager's Report

The annual report has been completed and submitted. Stickles has begun planning the Summer Reading Program. This year's theme is Color Our World.

J. Adjournment

The meeting was adjourned at 3:31 p.m. The next scheduled meeting is 3/20/25 at 4 p.m.

Respectfully submitted,

Gina Valent
Secretary