

Salamanca Public Library
Meeting of the Board of Trustees
November 20, 2025 at 4 PM.

Attendees

Trustees: Tim Baird, Matt Bucholz, Gina Matteson, Susan Zaprowski
Manager: Jennifer Stickles
Treasurer: Tammy Davies

Call the Meeting to Order

- A. The meeting was called to order at 4:32 by Zaprowski. Zaprowski stated that the city mayor suggested we ask the BPU to move the 2 benches to the dog park. The city really needs them and it will resolve our problem of the incorrect use of them at night.

Approve the Agenda

- B. A motion to approve the agenda was made by Bucholz and seconded by Baird. Motion was carried 4-0.

Approve the Minutes of the Previous Meeting

- C. A motion was made to approve the minutes with the correction of the spelling of Bucholz name by Bucholz and 2nd by Zaprowski. Motion carried 4-0.

Pay Bills as Warranted

- D. Davies reviewed the warrant sheet. Bucholz moved to approve the bills as warranted. Zaprowski seconded. Motion passed 4-0.

Review Financial Report

- E. Davies reviewed the current budget and presented the new 2026-2027 budget report that she has created. The budget includes replacing our 15 obsolete computers due to Windows 11 upgrades.

We adjusted our budget to include \$5500 for much needed HVAC. The roof needs to be totally replaced. We will need to discuss this with council. We discussed presenting this to council using a power point presenting the programs in the library.

Staff raises were discussed. Staff and manager's salaries will be finalized at the December mtg. along with revisiting paid staff holidays. Our policy changes will be reflected in the handbook.

Staff Holidays

F. We presently have 15 paid staff holidays which matches the city's. The amount paid will be for the staff's normal scheduled hours. Motion made to change the hours in our handbook to reflect accurate holiday pay. We will revisit the holidays issue at our next meeting in December.

Manager's Report

G. Due to the lack of time Stickles will give her manager's report for both November and December at our next meeting.

Adjournment

H. The meeting was adjourned at 5:30 pm.

Our next trustee board meeting is December 18 at 4 PM.

Respectfully submitted by Gina Matteson