

**Salamanca Public Library
Meeting of the Board of Trustees
December 18, 2025**

ATTENDEES

Trustees: Tim Baird, Gina Valent, Matthew Bucholz, Gina Matteson and Susan Zaprowski. Also in attendance was Library Manager Jennifer Stickles.

Absent:

AGENDA

Call the Meeting to Order

- A. The meeting was called to order at 4:08 p.m. by Bucholz and seconded by Matteson.

Approve the Agenda

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

Approve Minutes of Previous Meeting

- C. A motion to approve the minutes of the November 20, 2025 meeting, as corrected, was made by Baird and seconded by Bucholz. The vote was unanimous. Motion approved

Pay Bills as Warranted

- D. The warrant sheets were reviewed by Stickles. A motion to approve the warrant sheets as presented was made by Matteson and seconded by Baird. Motion approved. Vote was unanimous

Review Financial Report

- E. Stickles reviewed the financial report, including revenues brought into the library through the book sale, overdue book fees and memorials, library system grants, etc. 115 memorial donations were made during the current year.

- F. **Public Comments**

There was no public participation

G. Old Business

a. Employee handbook/holidays

Changes to the employee handbook will reflect a change from “Full-time staff will be paid for the following days” to “The staff will be paid for the following days”. A change was also made to the paragraph “Full-time employees will be paid for the number of hours normally scheduled to work on a day the library closes for a holiday” to “All employees will be paid for the number of hours normally scheduled to work on a day the library closes for a holiday. The board reviewed the list of paid holidays. Election Day will be dropped as a paid holiday. It was decided to open the library to the public on election day, therefore, removing Election Day as a paid holiday. A motion to make above changes to the handbook was made by Bucholz and seconded by Matteson. The vote was unanimous. Motion approved. A motion to remove Election Day as a paid holiday was made by Valent and seconded by Baird. The vote was unanimous. Motion approved

b. **Budget**

Stickles reviewed the budget for the 2026-2027 fiscal year. Discussion of employee wages ensued, including proposed salary adjustments. Option A was approved following further discussion. A motion was made to approve Option A by Matteson and seconded by Bucholz. Motion was approved. Voting was unanimous

H. **Manager's Report**

Stickles reviewed the Manager's Report. Visitations were slightly down for the month, but this is common in December.

Another jigsaw puzzle competition is planned for January 2026 due to popular demand.

Executive Session if Needed

I. An executive session was not required.

Adjournment

J. The meeting was adjourned at 5:00 p.m.

Respectfully submitted by,

Virginia Valent, Trustee