

Salina Library Board of Trustees
Meeting Minutes
November 20, 2023

Present: Frank Pappalardo, Adria Ripka, Keith Miller, Kris Nichols, Ken Nichols, Jo Ann Bohn, Debbie Stack, Jeannine Chubon, Monica Norton, and Jennifer Ranger

1. The meeting was called to order at 7:00 p.m. by President Pappalardo
2. Public Comments: Tim Carter, who runs an afterschool program at Roxboro Road School, introduced himself. He enjoys bringing students to the library as part of the Rising Rox Stars program.
3. Minutes from the October 17, 2023 meeting were reviewed. Motion to approve made by Keith Miller, seconded by Adria Ripka. Approved unanimously. Motion carried.
4. Treasurer's Report: The report was presented by Keith Miller. Motion to accept the report for audit was made by Jo Ann Bohn, seconded by Ken Nichols. Approved unanimously. Motion carried. The Board reviewed financial bank statements.
5. Staff Reports:
 - a. Director: The statistical report for the month showed continued growth in patron, website, computer, and Overdrive usage with a large increase in outreach numbers. The self-checkout kiosk is now operational. She submitted a Crest grant and reported that the Town of Salina budget was approved which included increased dollars for the library. The fall book sale was successful as was the Halloween Decorating Contest. Balance of report is on file.
 - b. Youth Services Librarian: Great outreach in October including the Roxboro Road and Lyncourt schools' Trunk and Treat event with nearly 70 "make and take" kits distributed along with great resource information. About 65 Halloween bags were distributed to "trick or treaters" at the library, and it is great to have the Rising Rox Stars afterschool program engaged with the library. Balance of report is on file.
 - c. Digital Librarian Report: It has been a busy month ordering materials, conducting personalized tech assistance, and attending the annual NYLA conference where she picked up some helping tips about up-and-coming tech and digital literacy training. Balance of report is on file.
6. Old Business:

Jo Ann Bohn asked about the Trustee Self-Assurance draft form to report trustee training that was shared at a previous meeting. It was clarified that Board trustees can use either the form or an email to submit to the library director, training attendance. No motion was needed.
7. New Business:
 - a. Director Chubon shared one slight change to the weapons list for the Code of Conduct. Motion to approve the Code of Conduct as amended was made by Adria Ripka, seconded by Jo Ann Bohn. Approved unanimously. Motion carried.
 - b. Staff holiday bonuses were reviewed. Motion to approve the holiday bonuses was by Keith Miller and seconded by Kris Nichols. Approved unanimously. Motion carried.

8. Committee Reports: None
9. President's Report: President Pappalardo distributed copies of the 2023 Handbook for Library Trustees.
10. Adjournment: meeting was adjourned at 7:32 p.m.

Respectfully submitted by Debbie J. Stack, Secretary