

Salina Library Board of Trustees  
Meeting Minutes  
March 18, 2024

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

1. The meeting was called to order at 6:56 p.m. by President Pappalardo
2. Public Comments: None
3. Minutes from the February 19, 2024 meeting were reviewed. Motion to approve made by Keith Miller, seconded by Kris Nichols. 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 Debbie Stack, seconded by Jo Ann Bohn. Approved unanimously. Motion carried. The Board reviewed financial bank statements.
5. Staff Reports:
  - a. Director: Website and computer usage as well as number of patrons were up in February. Adult program attendance was also up. The Library received a \$10,000 grant through Senator Mannion's office. All the documents except for an exemption letter from the Charities Bureau are in for the CREST grant application. The MOU contribution to OCPL is being updated. They are updating the contribution based on circulation from 2020-2022. Balance of report is on file.
  - b. Youth Services Librarian: February break family programs successful. The Library hosted OCPL Teen Services staff for the NYS Summer Learning webinar. The Library was awarded a Literacy Champions grant from the Onondaga County Literacy Coalition. Balance of report is on file.
  - c. Digital Librarian Report: She has been drafting a CLRC Catalyst grant application for virtual reality equipment, worked with Monica on a LEGOS program, and attended a meeting about a possible Oz event in Mattydale. Continues to be busy with personalized technology assistance to patrons. Balance of report is on file.
6. Unfinished Business:
  - a. A motion to approve the Memorial Resolution honoring Charles McGraw submitted by President Pappalardo was made by Adria Ripka, seconded by Jo Ann Bohn. Approved unanimously. Motion carried.
  - b. Financial Review: Document was reviewed by the Board. A motion to approve the Financial Review document provided by Director Chubon made by Kris Nichols, seconded by Keith Miller. Approved unanimously. Motion carried.
7. New Business:
  - a. New York State Annual Report: The Board reviewed the annual report prepared by Director Chubon. A motion to approve the report as written was made by Ken Nichols, seconded by Adria Ripka. Approved unanimously. Motion carried.
  - b. Financial Oversight Policy: This new policy was reviewed by the Board. A motion to approve the policy as written was made by Debbie Stack, seconded by Jo Ann Bohn. Approved unanimously. Motion carried.
  - c. Summary Plan Description: Director Chubon explained that this document, based on a

template from our insurance broker, is a legal requirement of our health plan. A motion to approve the Summary Plan Description as written was made by Adria Ripka, seconded by Ken Nichols. Approved unanimously. Motion carried.

8. Committee Reports: None

9. President's Report: None

10. Adjournment: meeting adjourned at 7:27 p.m. Next meeting is April 15 at 7 pm.

Respectfully submitted by Debbie J. Stack, Secretary