

Salina Library Board of Trustees
Meeting Minutes
June 16, 2025

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

1. The meeting was called to order at 7:03 p.m. by President Pappalardo
2. Public Comments: None
3. Minutes of the April 21, 2025 meeting were reviewed. Motion to approve as submitted was made by Ken Nichols, seconded by Adria Ripka. Approved unanimously. Motion carried.
4. Treasurer's Report: The April and May financial reports were presented by President Pappalardo. Motion to accept the April report for audit was made by Adria Ripka, seconded by Kris Nichols. Approved unanimously. Motion carried. Motion to accept the May report for audit was made by Debbie Stack, seconded by Kris Nichols. Approved unanimously. Motion carried. The Board reviewed the financial bank statements.
5. Staff Reports:
 - a. Director: The HVAC Project, CREST-grant funded, was completed on 5/21/25 and went smoothly. We received the Employee Retention Credit – a total of \$35,684.86 including interest. I submitted a NYS Construction Grant “intent to apply” form for the LED project in the amount of \$6, 615.00. Community Fridge update: a partnership application submitted to the Food Bank of CNY, funding support request to TOPS, and Syracuse Onondaga Food Systems Alliance will add us to their delivery list when produce is available. A roof leak during the heavy rains was investigated and repair quote is forthcoming. Snowplow contract renewed for three years. Attended first Mattydale Market of the season – spoke to 42 people. Statistical reports for April and May reflected growth in programming numbers and continuing use of the library's website. May showed an increase in Hoopa, new registrations, and one-on-one technology appointments. Balance of report is on file.
 - b. Youth Services Librarian: In May, I attended the Roxboro Middle School PIE (Parent's in Education) Night with a table about the library; the budget hearing and May Board of Education Meeting at Lyncourt School; the Roxboro Elementary Wellness Night; and spoke about Summer Reading at the Roxboro Elementary Morning Huddle. I attended an OCPL Youth Services Meeting at NOPL North Syracuse, with Amanda Schiavulli presiding as the new Member Services/Youth Services Coordinator for OCPL. I also attended the dedication ceremony for the new Roselawn historical sign, to be installed at the new Salina Civic Center once completed. June has been a whirlwind of class visits. This year, we signed up Kindergarten and UPK from Roxboro Elementary, 5th grade classes from Roxboro Middle School, and 1st grade classes from Lakeshore Elementary, which is temporarily using the St. Margaret's building this year and next, as their school is being renovated. This has meant several new library cards, as well as many students checking out books! We received permission to send summer reading fliers home with Roxboro Elementary and Lyncourt Students. Summer Reading begins in one more week. Balance of report is on file.

- c. Digital Services Librarian Report: The past two months in digital services have been busy ordering non-fiction books, DVDs, CDs, eBooks, and eAudio books; as well as providing personalized technology assistance to patrons. I have continued to follow up on the English conversation group with both Catholic Charities and LiteracyCNY. I attended a staff meeting, an AI Community of Practice meeting (virtually), and an Adult Services meeting (virtually). I also attended webinars on upcoming non-fiction releases, customer service, Google Career Dreamer (an online product designed to help people find careers they would enjoy based on their hobbies, personal preferences, and experiences), the Gale Books and Authors readers' advisory database, how to back up staff members when they are helping a challenging patron, and the Foundation Directory and GuideStar (funding databases available through Candid). Monica and I offered a LEGO® Club for kids. I gave tours for six fifth-grade class visits. I helped table at the Mattydale Market. Balance of report is on file.
- 6. Unfinished Business
 - a. Strategic Plan – SOAR Analysis was discussed and some comments shared by Debbie Stack and Frank Pappalardo.
- 7. New Business
 - a. Circulation Policy: The policy had been distributed to Board members for review in advance of the meeting. Director Chubon reviewed the changes. Motion to approve the updated Circulation Policy as presented was made by Adria Ripka, seconded by Ken Nichols. Approved unanimously. Motion carried.
 - b. Employee Handbook: The Handbook, with changes noted, was distributed to Board members for review in advance of the meeting. Director Chubon reviewed the changes. Motion to approve the updated Employee Handbook as presented was made by Adria Ripka, seconded by Kris Nichols. Approved unanimously. Motion carried.
- 8. Committee Reports: None
- 9. President's Report: None
- 10. Adjournment: meeting was adjourned at 7:58 p.m. Next meeting is scheduled for Monday, July 21, 2025 at 6:30 p.m.

Respectfully submitted by Debbie J. Stack, Secretary