

Salina Library Board of Trustees  
Meeting Minutes  
September 15, 2025

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

1. The meeting was called to order at 7:00 p.m. by President Pappalardo
2. Public Comments: None
3. Minutes of the August 18, 2025 meeting were reviewed. Motion to approve as submitted was made by Jo Ann Bohn, seconded by Keith Miller. Approved unanimously. Motion carried.
4. Treasurer's Report: The August 2025 financial report was presented by Keith Miller. Motion to accept the August report for audit was made by Debbie Stack, seconded by Jo Ann Bohn. Approved unanimously. Motion carried. The Board reviewed the financial bank statements.
5. Staff Reports:
  - a. Director: In comparing August 2025 library statistics to the same categories in August 2024, there has been growth in website, Overdrive, and Wi-Fi usage; increases in children's, teen, and adult programs and attendance at them; and growth in outreach. The NYS Construction Grant has been submitted to OCPL. The draft of the 2026 budget is done with the biggest cost increase is in health insurance, being projected to rise by 15% for small group plans. The library's energy use was down 23% compared to May-June 2024. Work continues to problem solve the roof leak and the light poles and railings will be painted soon. She attended the OCPL System Retreat which offered several helpful presentations. Balance of report is on file.
  - b. Youth Services Librarian: I began showing college intern Brittany the basics of working at our library. At the beginning of September, Brittany and I attended the Roxboro Middle School Back to School BBQ. We spoke with several families, met children who were very excited to see what the library has to offer, and even spoke with one of the Roxboro ENL teachers, talking to her about all the new resources that library has to offer for ENL families. I also sent emails to the ENL teachers at Lyncourt and Roxboro schools, as well as the ENL coordinator for the North Syracuse-Cicero School District, about our resources, including the new conversation group and Mango Languages. At the beginning of September, I began weeding in the Children's Area. Balance of report is on file.
  - c. Digital Services Librarian Report: The past month in digital services has been busy spent ordering non-fiction books, DVDs, CDs, eBooks, and eAudio books; as well as providing personalized technology assistance to patrons. I completed online training offered through LiteracyCNY so that in the case of a volunteer presenter absence, I can fill in as facilitator for our Adult English Conversation Group. This group was first offered on Thursday, September 4 and successfully met on Thursday, September 11, under the facilitation of Shannon Hogan, a volunteer through LiteracyCNY. I attended webinars, ran a LEGO® Club for kids, assisted with a Trivia Night, and worked with our college intern, Brittany. I facilitated the purchase of a now-circulating pass for the Children's Museum of Oswego. Balance of report is on file.

6. Unfinished Business: None

7. New Business:

a. 2026 Budget Resolutions

*Resolution 2025-1*: Motion to approve made by Jo Ann Bohn and seconded by Debbie Stack. Approved unanimously. Motion carried.

*Resolution 2025-2*: Motion to approve made by Jo Ann Bohn and seconded by Debbie Stack. Approved unanimously. Motion carried.

*Resolution 2025-3*: Motion to approve made by Jo Ann Bohn and seconded by Debbie Stack. Approved unanimously. Motion carried.

b. Substitute Circulation Assistant: Director Chubon explained the need for a part-time substitute circulation assistant to fill in when needed. The hours would be limited, typically 2-4 hours per month. Motion to approve the creation of this position, at a rate of pay of \$16.20 per hour, was made by Keith Miller and seconded by Jo Ann Bohn. Approved unanimously. Motion carried.

8. Committee Reports: None

9. President's Report: None

10. Adjournment: meeting was adjourned at 7:36 p.m. Next Board meeting is scheduled for Monday, October 20, 2025 at 7:00 p.m.

Respectfully submitted by Debbie J. Stack, Secretary