



Carnegie Public Library of Steuben County
Board of Trustees
Minutes of the July 14, 2025, Meeting

President Gentry called the meeting to order at 4:00 p.m. Board members in attendance were Haley Billow, Laurie Gentry, Jeanine Samuelson, Bert Schulz, and Sue Shollenberger. Also attending was Director Sonya Dorris.

Minutes of Previous Meeting

Jeanine Samuelson offered, and Haley Billow seconded, a motion to approve the minutes from the June meeting. The motion carried.

Appropriations and Financial Reports

Sonya Dorris presented the May appropriation and financial reports (copies attached).

Budget Status: Monthly spending was \$68,797. Selection staff has resumed ordering materials with reduced budgets. Following a discussion, Bert Schulz moved to accept the reports, with Sue Shollenberger seconding the motion, which was approved.

Old Business

- A. The Board reviewed proposals from JICI and Four Seasons Design & Remodeling for adding doors to the Reference department. After a discussion, Bert Schulz moved to accept the proposal from Four Seasons Design & Remodeling. Sue Shollenberger seconded the motion, and it was approved.
- B. Sonya Dorris presented a resolution to reduce the 2025 Operating fund appropriations by \$200,000. This represents appropriations above what will be spent in 2025. Haley Billow moved to approve the resolution, Bert Schulz seconded the motion, and it was approved.

New Business

- A. The Board reviewed a proposed 2026 budget. The public hearing for the budget will be August 11 before the regular meeting, and budget adoption is scheduled for September 8.

Director's Report

There was a backup in the restrooms by the meeting room on the main floor. Masters Heating and Cooling came out but couldn't reach it. J&S Liquid Waste came to jet the pipes and that cleared the obstruction.

The Summer Reading Program ended Saturday. It appears that participation and attendance was high, but I'll have actual numbers at the next meeting.

Budget hearing dates:

Post Form 3 advertising budget amounts and hearing dates: by 7/31

Public hearing at regular board meeting 8/11

Budget adoption at regular board meeting 9/8

Staff appreciation luncheon is on 7/31, 11:30-1:00. Gay would like an idea of how many board members plan to attend. Catering will be from Suttons. Haley Billow moved to accept the report, Jeanine Samuelson offered and second, and the motion passed. Bert Schulz moved to adjourn the meeting with Jeanine Samuelson offering a second, the motion carried.