



Carnegie Public Library of Steuben County
Board of Trustees
Minutes of the Nov. 17, 2025, Meeting

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

Minutes of Previous Meeting

Jeanine Samuelson offered, Gay Kirkton seconded, a motion to approve the minutes from the September meeting. The motion carried.

Appropriations and Financial Reports

Sonya Dorris presented the September and October appropriation and financial reports (copies attached). Budget Status: Monthly spending was \$65,438 in September and \$86,571 in October which had 3 payrolls. The library received a \$5,000 donation from a patron and will receive a \$10,000 donation from the Carnegie Foundation of New York in January. Following a discussion, Haley Billow moved to accept the reports, with Jeanine Samuelson seconding the motion, which was approved.

Old Business

- A. The doors for the Reference department are in the works, stains colors have been chosen and measurements taken for installation.

New Business

- A. Director Dorris presented a resolution to reduce appropriations for the 2025 Rainy Day budget by \$20,000. Since we haven't spent it, we can reduce the appropriation for 2025 and re-appropriate it in 2026. Gay Kirkton moved to approve the resolution, with Sue Shollenberger offering a second. The motion was approved.
- B. The Board reviewed the Patron Code of Conduct as it relates to food and beverages in the library. Beverages are allowed in spill-proof containers. Snacks have not been an issue, but there are more situations in which families are eating a meal in the building. A discussion ensued about accommodating those situations while maintaining the cleanliness of the building. Changes to the policy were tabled until the next meeting.
- C. The library offers staff members supplemental insurance policies which are paid by the employees through paycheck deductions. Director Dorris asked for policy updates to address the premiums of staff members who are on medical leave without pay. After some discussion, the matter was tabled until the next meeting.
- D. Director Dorris proposed that the library close at noon on Nov. 26, the day before Thanksgiving. The day is usually very slow. No additional holiday pay would be paid, but staff could use PTO. Gay Kirkton moved to close at noon on Nov. 26, Jeanine Samuelson offered a second, and the motion was approved.

Director's Report

Barb Hoolihan is retiring. Tabatha (Tabby) Lanning has started part-time at the circulation desk. She is also working at Novel Nook through the end of November. She has taken over our social media and newsletter production. Ryan Boyer has been hired part-time for the Reference department.

Director Dorris and Elizabeth Adamson have done two interviews with WLKI to promote library programs. We will continue on a monthly basis.

We have started a small hygiene pantry outside the main floor meeting room. We have received donations and it has been well-used.

Baker and Taylor, a large library material vendor, has gone out of business. We switched to Ingram as our main supplier 2-3 years ago. Amazon is introducing a library portal with competitive prices and free shipping.

The LSC library directors will be hosting state and local officials at our December meeting on Dec. 5.

Jeanine Samuelson moved to accept the report Haley Billow offered and second, and the motion passed. Burt Shulz moved to adjourn the meeting with Gay Kirkton offering a second, the motion carried.