

Carnegie Public Library of Steuben County
Board of Trustees
Minutes of the January 13, 2025, Meeting

President Kirkton called the meeting to order at 4:00 p.m. and asked if board members had read the minutes of the December meeting. Board members in attendance were Travis Heavin, Sue Shollenberger, Haley Billow, Jeanine Samuelson, and Laurie Gentry. Also attending was Director Sonya Dorris. Travis Heavin offered, and Sue Shollenberger seconded, a motion to approve the minutes. The motion carried.

Appropriations and Financial Reports

Sonya Dorris presented the 2024 year-end appropriation and financial reports (copies attached). Following a discussion, Jeanine Samuelson moved to accept the reports, with Laurie Gentry seconding the motion, which was approved.

New Business

- A. Sonya Dorris presented a spreadsheet with transfers between line items for the 2024 Operating Fund appropriations (resolution attached). Travis Heavin moved to approve the adjustments to appropriations, and Sue Shollenberger seconded. The motion carried.
- B. According to state statute, the board as a whole reviewed library investments as the finance committee. The library currently has no investments.
- C. After some discussion, a slate of officers for 2025 was approved. President, Laurie Gentry; Vice President, Haley Billow; Secretary, Jeanine Samuelson; and Treasurer, Sue Shollenberger.
- D. Sonya Dorris presented a draft Programming Policy. The policy was reviewed. Haley Billow moved to approve the policy; Jeanine Samuelson seconded the motion. The policy was adopted.
- E. Sonya Dorris presented the salary spreadsheet with options for 2025 salaries. Considering the earlier discussion of library finances, Travis Heavin moved to give \$0.50 an hour raise to library assistants, and \$0.75 an hour raise to the Library Director. Sue Shollenberger seconded the motion, and the motion passed.
- F. After reviewing the per capita expenditures from 2024, a nonresident fee of \$64 was proposed. Travis Heavin moved to approve the increase with Laurie Gentry seconding the motion. The motion carried.

Director's Report

The director's report is attached. Jeanine Samuelson moved to accept the report, Laurie Gentry offered and second, and the motion passed.

Travis Heavin moved to adjourn the meeting with Haley Billow offering a second, the motion carried.