

## Seneca Falls Library Board Meeting Minutes

June 18, 2018 – 5:30 PM

Present: Martin Toombs, Mary Sandroni, Deb Jones, Patricia Novak, Vince Sinicropi, Daniel Emmo, Susan Sinicropi, Laurie Lorenzetti, Marcy Neumire, Bob Kernan, Derek Dyson, and Marie Leo.

Absent: Maggie Carson

Staff: Lori Stoudt

No public present

### Annual meeting:

- 1) Re-Election of Board Members: Martin Toombs, Bob Kernan, Mary Sandroni, Daniel Emmo. Susan moves. Seconded by Pat. Motion Passed.
- 2) Fill Board vacancy until June 2020 – Marie Leo elected. Mary moves. Seconded by Deb. All in favor.

Annual meeting adjourned.

### Monthly Meeting

Election of officers for 2018-2019:

- 1) President, elect Martin Toombs – Sue moves. Seconded by Mary. Motion passed.
- 2) Vice president, elect Mary Sandroni – Marty moves. Seconded by Sue. Motion passed.
- 3) Treasurer, elect Bob Kernan – Marty moves. Seconded by Vince. Motion passed.
- 4) Secretary, elect Debra Jones – Marty moves. Seconded by Sue. Motion passed.

Reports to the Board:

- 1) President
  - i. The “Geek Squad” is now “Teen Tech Tutors” after receiving a telephone call from Best Buy.
  - ii. A grant check for \$5000 was received from the Delavan Foundation.

- iii. A new version of QuickBooks will be installed on the Director's and Administrative Assistant's computers.
- iv. Tax Levy Vote is to take place on June 28<sup>th</sup> in the reference room. It is a yes/no paper ballot. Lori will e-mail local members to remind them to vote. A public hearing will be held on Thursday, June 21<sup>st</sup>.
- v. The question of a small, annual tax increases should appear on the school ballot each year was presented. The board will consider this in a future meeting.
- vi. Motion to authorize BOCES fuel bidding for 2018/2019. Deb moved. Seconded by Sue. Motion passed.
- vii. Access to the library's online bank account was temporarily disabled when the debit card was moved from Meghan's name.
- viii. The library became a member of NYLA so as to advertise the director position at a cost of \$150 paid for using Marty's personal credit card.
- ix. Marty paid for advertising the director position on Indeed.com using his personal credit card. He requested authorization for reimbursement of \$305.92 for NYLA Membership and Indeed.com. Bob moved. Seconded by Debbie. Motion passed.

2) Treasurer – See Treasurer's report

3) Director's Report – See Director's report

- i. Review of all items on Director's Report
- ii. Deb Driscoll and Judy Toombs are heading the Friends of the SF Library. Deb has expressed concerns about the Friend's savings account. Marty suggested separating out Myndwich from Friends donations in QuickBooks and creating an income account. Marty will submit accounting each month to the Friends showing expenditures.
- iii. Motion to change services from AlSCO to Cintas. See Cintas cost estimate sheet. Deb moves. Seconded by Mary. Motion passed.

- iv. Magazines purchased through EBSCO have been reviewed. 5-6 titles were dropped and 4 were added. The cost of subscriptions was reduced.

4) Committee Reports:

a. Buildings and Grounds - see report

- i. Parking lot – Seneca Pipe cost estimate is \$28,000 - \$30,000 to do the first half of parking lot, grates in compliance with ADA, striping, and cracks. The curb at the sidewalk to go down to 2”.
- ii. Marty will check into construction grants for parking lot including DASNY grant, FLLS grants, and NY state construction grant.
- iii. Exterior Painting of Trim – Bids are being accepted. Refer to Hartwell’s Painting estimate; No estimate has yet arrived from Pete Construction. Newcomb Painting & Paper estimate is for \$14,500 and 2 days to complete.
- iv. Window washing will take place in July.
- v. New chairs and tables for conference room – Cost estimate \$6000 for 24 chairs and 4 tables that stack. Dr. Littlejohn will donate in \$1500
- vi. Chairs behind circulation desk – Two needed at \$204 each

Motion to replace desk chairs and conference room chairs and tables.  
Bob moved. Seconded by Deb. Motion passed.

b. Policy and Ethics

- i. A written policy is to be drafted to address issues of groups who charge a fee while using library.

c. Strategic Planning / Finance

- i. Committee will meet in late July or early August to complete a three-year strategic plan.
- ii. Conflict of Interest forms were distributed. They are to be filled out annually by Trustees.

d. Audit

i. Sexual Harassment Policies and annual training will soon be required by NY state. State guidelines are expected to come out soon.

ii. The 990 tax extension will be completed soon.

e. Personnel – See report

i. Motion to offer Jenny Burnett the Director position. Laurie moved. Seconded by Mary. Motion passed.

ii. Discussion of discontinuing the title of “Page” and make all circulation desk personnel “Clerks”. To be addressed in future meeting.

f. Fund Raising – No report

Motion to approve committee reports – Laurie moved. Seconded by Deb. Motion passed.

Next meeting: Monday, July 16 at 5:30pm