

Seneca Falls Library Board Meeting Minutes

July 16, 2018 – 5:30 PM

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

Absent: Patricia Novak

Staff: Lori Stoudt and Jenny Burnett

1.) President's Report:

- i. Jenny Burnett, the new Director will be starting on July 30th
- ii. Tax Levy vote passed, 157 to 75. The cost was \$2030 to send out flyer and \$683.82 to the Seneca Falls Central School District to conduct the vote.
- iii. Motion to pass that the new Director be allowed a library credit card. Laurie moves. Seconded by Mary. Motion passed.
- iv. Motion to allow Director passwords to all Generation Bank accounts. Derek moves. Seconded by Bob. Motion passed.

2.) Treasurer's Report –

- i. See Treasurer's Report
- ii. Approve 2017 financial statement and to file Form 990. Bob moves. Seconded by Susan. Motion passed.

3.) Director's Report:

- i. Summer Reading Program and Summer Lunch Program are both well attended. Most programs are grant funded.
- ii. Magazine subscriptions - The library is going to switch from EPSCO to Magazines.com in January
- iii. Marty Toombs and Lori Stoudt now have ADP access and passwords.

v. Marty checked into ending our contract with Pitney Bowes for postage. The contract expires in April 2021. We will stay with Pitney Bowes until the end of the contract to avoid penalties.

4.) Building and Grounds

i. See Buildings and Grounds Reports

ii. Motion to apply for FLLS facilities grant. Could expect 50% to 75% assistance. Work would not be started on parking lot until next year. Deb moves. Seconded by Mary. Motion passed.

iii. Motion to hire Newcomb Painting to do exterior painting. Vince moves. Seconded by Bob. Motion passed.

iv. Emergency Lighting Units will need either new batteries or be replaced. Light Safety does not cover unit and will not work on them. We will need to hire a company to fix, replace, or inspect annually.

v. Conference Room tables and chairs – See report. Once ordered, it should take 4 weeks to deliver. Dr. Littlejohn is to donate \$1500 towards total amount.

5.) Policy and Ethics

i. Community use of meeting rooms - library conference room policy – Some organizations have been charging for classes and/or materials. A new Meeting Room Policy has been drafted. There will be no charging fees for anything, ever. Other minor changes were made to the policy.

Motion to approve revised Meeting Room Policy. Mary moves. Seconded by Susan. Motion passed.

6.) Strategic Planning – no report

7.) Audit – no report

8.) Personnel

i. Kristy from FLLS is going to come and help with staffing issues. There will be an all-staff meeting in August.

9.) Fundraising

- i. A second donation of \$5000 was given by Phil Withers.

Motion to approve reports to the Board. Deb moves. Seconded by Laurie. Motion passed.

Motion to approve April and May minutes. Deb moves. Seconded by Susan. Motion passed.

New business:

- i. Three Board members have received positive public feedback regarding recent Summer Reading Program events.

Next meeting: Monday, August 20, 2018 at 5:30 PM