

Seneca Falls Library Board Meeting Minutes

September 17, 2018 - 5:30 PM

Present: Marty Toombs, Vince Sinicropi, Deb Jones, Mari Sandroni, Marie Leo, Laurie Lorenzetti, Maggie Carson, Dan Emmo, Marcy Neumire, Patricia Novak, Susan Sinicropi and Derek Dyson

Absent: Bob Kernan

Staff: Jenny Burnett and Lori Stoudt

1. Reports to the Board

a) President's Report:

- i. The Ying Quartet performance on September 8th was successful with 71 people present
- ii. Marty attended a FLLS elected officials meeting. The format has changed where the Legislative breakfast is now separate from the annual meeting.
- iii. FLLS Annual meeting is coming up on October 12th
- iv. Seneca Shares has approved FLLS monies. The Seneca Falls Library portion is \$1550.
- v. A discussion on doing away with fines took place. Income loss is minimal. Positive public relations, encouraging children to come in more, and more computer usage were brought up as positive effects. Discussion on when to bill for lost books and whether to discontinue fines for only children's books or all books took place. Decisions are to be made at a later date.
- vi. Motion to authorize the library to pay the \$25 daily fee for staff, Friends of the SFL, or board members who would like to attend the NY Library Association annual convention from Nov. 7 – 9 at the convention center in Rochester. Vince moves. Derek seconds. Motion passed.
- vii. Discussion of leaving board committees structure as is.
- viii. NY State Construction Grant update: A contractor quoted \$6500 to install a new sign on Cayuga Street. The NYS construction grant is expected to be approved. If approved, it will cover 75% of the cost of parking lot repairs plus the sign. The library's part of the two

projects would equal \$900. The NY State Construction Grant may not receive final approval until summer 2019.

b.) Treasurer's Report

- i. See Balance Sheet & Profit and Loss Report

c.) Director's Report

- i. See September 2018 Library Director Report
- ii. Motion to sign the Tax Cap Waiver Resolution. Deb moves. Maggie seconds. Motion passed.
- iii. Jenny plans to proceed on the purchase of a 3D Printer. (Purchase was previously approved by the board for up to \$2500.) Jenny would like to charge for filament based on usage and place a time limit on printing. A policy and waiver would be developed before making the printer available to the public.

2. Committee Reports

a) Buildings and Grounds – See Report Building & Grounds Report

- i. The possibility of hiring a part-time janitor/custodian was introduced. Advantages of the hire may include lower cost plus person readily available for cleaning in emergency situations. The library would need to purchase equipment and pay for workman's compensation and insurance if a worker was hired.

b) Policy and Ethics

- i. A policy on security camera footage will be developed.

c) Strategic Planning / Finance – no report

d) Audit

- i. See Treasurer's report

e) Personnel

- i. See Personnel Committee Report – 9/17/18
 - ii. Staff vacation time was discussed in committee meeting. It was decided to give staff members 8 hours of vacation time in 2018 as a goodwill gesture. Jenny will announce the benefit to the staff. A policy is in development and should be in place next year. The committee will discuss how to finance and distribute vacation time.
- f) Fund Raising
- i. An updated committee list is needed
 - ii. Susan Sinicropi, Jenny Burnett and Lori Stoudt are to meet in October regarding the progress of the Giving Tree fundraiser

Motion to approve committee reports. Deb moves. Susan seconds. Motion passed.

Motion to approve minutes of August board meeting. Laurie moves. Pat seconds. Motion passed.

Next meeting: Monday, October 15, 2018 @ 5:30 PM.