

## Seneca Falls Library Board Meeting Minutes

December 17, 2018 – 5:30 PM

Present: Marty Tombs, Susan Sinicropi, Deb Jones, Mari Sandroni, Marie Leo, Marcy Neumire, Derek Dyson, Dan Emmo, Laurie Lorenzetti, Maggie Carson, Bob Kernan, and Vince Sinicropi.

Staff: Jenny Burnett and Lori Stoudt

Visitors: Deb Driscoll

Deb Driscoll, Friends of the Seneca Falls Library spoke:

- i) Deb thanked the board for sending her to NYLA meeting. She attended some good sessions on fundraising.
- ii) The Friends would like to become more active and independent.
- iii) The Friends will report to the Board twice per year, soon after the book sales.
- iv) The Friends made \$1730 on October book sale. The next one will be held in April.

### 1. Reports to the Board

#### a) President's Report

- i) The 2020 census will be mostly online. The Library must assume that people will be seeking additional help in submitting their information. The Library should plan to fill that need.
- ii) SFL is to be a beneficiary of the Phil Plummer estate. The library is to receive \$153,000.

#### b) Treasurer's Report

- i) See Treasurer's Report
- ii) See Projection Report, 2019-2021
- iii) Motion to approve the proposed 2019 budget. Bob moves. Deb seconds. Motion approved.

#### c) Director's Report

- i) See December 2018 Library Director Report
- ii) Jenny suggested that we keep a donation box for the House of Concern as the library is an easy drop-off point for patrons. Approved.
- iii) An exhibit about the Seneca Depot White Deer will be installed in Mid-March.
- iv) Marty mentioned that new art was installed in the conference room. The art will rotate out every 3 months.

### 2. Committee Reports

#### a) Building and Grounds

- i) See Building and Grounds report

#### b) Policy and Ethics - none

c) Strategic Planning / Finance – none

- i) The finance committee will meet in early January.

d) Audit – none

e) Personnel

- i) The personnel committee will complete a Library Director evaluation in the spring once Jenny has been an employee for 6 months after which they will complete an annual evaluation.
- ii) See Proposed Changes to Staff Handbook
- iii) See Time-off Proposal
- iv) Motion to approve proposed changes to staff handbook. Sue makes motion to approve. Marie seconds. All were in favor.

f) Fundraising - none

Motion to approve committee reports. Mari motions to approve. Deb seconds. All were in favor.

Motion to approve minutes of October board meeting. Bob motions to approve. Vince seconds. All were in favor.

Next meeting: Monday, January 21, 2019 at 5:30 PM.