

## Seneca Falls Library Board Meeting Minutes

December 16, 2019 – 5:30 PM

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

Absent: Marcy Neumire

Staff: Jenny Burnett and Lori Stoudt

Regular Meeting:

1. Public Comment / Correspondence / Guests – none present
2. Sexual Harassment Training – Still needed: Deb Jones and Bob Kernan
3. Reports to the Board

a) President's Report

- i. Cookie Walk & Holiday Bazaar – Although profitable, attendance was significantly down. Crafters did not make money because there was not much foot traffic. We will reconsider having crafters at next year's event and discuss different dates, times, combining with a family event, etc.
- ii. Cabin Fever Book Sale – Book donations in the Fall were huge, leaving many extra books held over for the Spring sale. We need to get rid of some. A mid-winter "Cabin Fever" book sale where excess books are sold from carts in front of the circulation desk is being planned. No date has been set.
- iii. Census Money – Governor Cuomo has allocated money for the census to be distributed on the county level. \$56,000 is available for Seneca County. It may be used to promote the census and to subsidize staffing, but cannot be used to buy equipment. The five libraries in Seneca County will state how much money each needs. The SF Library will ask for financing of a third person at the circulation desk on evenings and weekends from mid-March to mid-April to assist patrons who are completing the census.

We have five census computers now built for the census. More computers are in storage and could be built, if needed.

- iv. Advocacy Day is on Tuesday, February 25<sup>th</sup> in Albany. A FLLS bus will be available if board members would like to attend.

- v. SAM Grant – The Grant Disbursement Agreement has been received for the \$100,000 construction SAM Grant. It would cover reimbursement for HVAC, work on the parking lot, circulation desk, electrical work and flooring for circulation desk, and for a Cayuga Street sign. Our quotes are older and we may have to absorb any overage. The Friends group has agreed to help with the sign. Project changes CAN be made. We must make an effort to get women- and minority-based enterprises to bid on this work. A lawyer is needed to sign the SAM letter to prove that the SF Library existences and that we are capable of managing the money. We may need to create a new account with another bank for these funds as there is a conflict of interest with three board members working for Generations Bank. When a bill is received from a contractor, we will pay the bill, prove that we've paid the bill, send in paperwork to the state and then expect reimbursement six weeks later. All work must be completed by December 2022. Marty will e-mail a summary of the grant requirements to board members.

b) Treasurer's Report

- i. See Treasurer's Report

c) Director's Report

- i. See December 2019 Library Director Report
- ii. Jenny is now working on the New York State Library Annual Report

4. Committee Reports

a) Building and Grounds

- i. Dead tree on corner of Cayuga and Beryl Streets – Ongoing. DOT will look at it.
- ii. Daikin Applied – Climate control. A plastic impeller was fixed and a software upgrade was completed. These cost \$3100 to fix.
- iii. Commode in ladies room – Tandle will install a new one on Thursday. Mineral deposits were the problem. Cost = \$600.
- iv. Bike Rack – Gary Reynolds knows about it but has yet to schedule a date to install the new one.
- v. Projected projects for 2020 - Parking lot, carpet cleaning, signage, window washing, circulation desk
- vi. Perimeter lights – Dan has noticed that they have been off at times when they should be on. The timers are only 1 year old. Dan will contact the contractor.
- vii. Electronics recycling – Obsolete items in the upstairs storage have been removed and recycled.

viii. Outdoor benches – These need to be refinished. Dan left a message for the Mynderse Academy shop teacher but he's received no response.

ix. Snow removal – The cost has increased annually. It may be time to seek a contract.

b) Policy and Ethics - no report

i. A committee meeting is to be scheduled next month to discuss two new policies.

c) Strategic Planning / Finance – no report

d) Audit

i. Vince suggested that we get quotes from accountants. This year's accounting fee is around \$1800 to have the end-of-year financials done.

ii. An audit committee meeting is needed to create an internal document on money flow. A formalized document would help to prepare the next person.

e) Personnel – no report

f) Fundraising – no report

5. Other Business:

a) Bob Suggested that the library meet with the new SF Central School District superintendent, Jeremy Clingerman, and the business manager, Jim Bruni, about the library's tax levy increase.

Motion to approve committee reports. Deb moves. Pat seconds. All in favor. Approved.

Motion to approve minutes of November board meeting. Mari moves. Susan seconds. All in favor. Approved.

Next meeting: Monday, January 20, 2020 @ 5:30 PM