

Seneca Falls Library Board Meeting Minutes

January 28, 2019 – 5:30 PM

Present: Marty Toombs, Dan Emmo, Bob Kernan, Mari Sandroni, Laurie Lorenzetti, Maggie Carson, Marie Leo, Marcy Neumire, Susan Sinicropi, and Pat Novak.

Absent: Vince Sinicropi, Derek Dyson, Deb Jones

Staff: Jenny Burnett and Lori Stoudt

I) Reports to the Board

A) President Report

1.) Grant updates:

a.) The LED grant - Prices came in lower than expected. The grant was amended to add the security system. The LED grantors approved the amendment. The Library qualified for all of the money of the grant and we closed out the grant successfully.

b.) DASNY's SAM grant was amend to include the circulation desk, parking lot, and Cayuga Street sign. They will only fund carpeting in the area behind the circulation desk. SAM grantors approved the amendment. The SFL will also be reimbursed for past work on the HVAC, shed and driveway as part of the grant.

2.) Plummer Bequest - See Use of Plummer Bequest handout

a.) Motion to approve A-D spending as outlined on the "Use of Plummer Bequest" handout. Maggie moves. Sue seconds. Motion approved.

b.) At least one patron-use computer should be set aside by April to accommodate patrons completing the census.

c.) There was a discussion on the type of flooring to use in the Littlejohn conference room and the areas in front of and behind the circulation desk. Luxury vinyl tile samples from Church Creative Flooring, Penn Yan were shown. Staff may choose the floor color. The SAM grant money must come in first for the circulation desk before the board commits to flooring.

d.) Options 1 & 2 on the "Use of Plummer Bequest" handout will be brought before the Finance Committee to discuss. The committee will come back with recommendations before a Board decision is made.

e.) The Plummer Bequest is an unrestricted gift. Once a final decision on how all of the money will be used is made then a follow up letter will be mailed to family as a courtesy.

3.) Tax Levy Increase Request: A letter to the Seneca Falls Central School District superintendent will be written stating our intention to ask for an annual increase. Bob moves. Sue seconded. Motion approved.

B.) Treasurer's Report

1.) See Treasurer's Report

C.) Director's Report

1.) See January 2019 Library Director Report

2.) There were 1583 patrons with fines that will be forgiven. Letters to these patrons will be mailed to invite them back.

3.) The Ying Quartet has been scheduled to appear on October 5, 2019. They have increased their rate to \$3500. Philip Withers will cover the program expense. Approval is needed to host the Ying Quartet. Bob moves. Marcy seconds. Motion approved.

4.) FLLS is negotiating a telecommunications contract for a new broadband connection. The new system should to get a faster connection for the patrons and leave a separate connection for the staff.

5.) The door counters stopped working in December 2018. A door count is required for the NYS Library Annual Report. The units need to be replace. Motion to approve the purchase of the All-Tag Traffic Counters. Bob moves. Maggie seconds. Motion approved.

6.) Patron Karen Kelley has offered to purchase a water fountain in the hallway. Her only requirement is that it has a bottle filler. Jenny will ask Bret Tandle for a quote for installation. The fountain estimate is \$900 - \$1200 to retrofit. Motion to approve to purchase and installation of a new water fountain. Dan moves. Pat seconds. Motion approved.

7.) Sue suggested that Karen Kelley should receive a gold leaf on the Giving Tree for her donation for the water fountain.

II.) Committee Reports

A.) Buildings and Grounds

- 1.) See Buildings & Grounds Report

B.) Policy and Ethics

- 1.) See Confidentiality of Library Records handout
 - a.) Proposed change to the Confidentiality policy. Addition: A subpoena or police warrant would be needed for anyone, including law enforcement, to view surveillance video recordings. Motion to approve the change to the Confidentiality of Library Records. Mari moves. Laurie seconds. Motion approved.
- 2.) See 3D Printer Policy
 - a.) Motion to approve the new 3D Printer Policy. Mari motions. Pat seconds. Motion approved.
- 3.) See Chromebook Checkout Policy
 - a.) Motion to approve the new Chromebook Checkout Policy. Bob moves. Maggie seconds. Motion approved.

C.) Strategic Planning / Finance - none

D.) Audit - none

E.) Personnel - none

F.) Fundraising – none

Motion to approve committee reports. Bob moves. Sue seconds. All were in favor.

Motion to approve minutes of December board meeting. Marie motions to approve. Laurie seconds. All were in favor.

Next meeting: Monday, February 18, 2019 at 5:30 PM.