

Seneca Falls Library Board Meeting Minutes

March 18, 2019 – 5:30 PM

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

Absent: Vince Sinicropi, Derek Dyson, and Susan Sinicropi

Staff: Jenny Burnett and Lori Stoudt

I) Reports to the Board

A) President Report

- 1.) The Library is to receive \$15,500 from Seneca County via Seneca Shares. Seneca Shares will request \$100,000 in 2020 that, if granted, will be split between five libraries.
- 2.) Ovid Library will have a ribbon cutting is on May 11th. The Seneca Falls Library Board members are encouraged to attend.
- 3.) The spring Book Sale begins April 3rd. Set up is covered but volunteers are needed for the take-down on Sunday, April 7th.
- 4.) Marty attended NYLA Advocacy Day in Albany. Library personnel asked the NY State Governor to not cut library funding.
- 5.) Letters were mailed for the Spring Membership Drive. Be reminded that Library Board Trustees are required to be supporting Library members.
- 6.) Sexual Harassment Training – New York State requires training and certification. Christy from FLLS has set up classes for employees and supervisors in Dryden, NY. May 28th is supervisor/leadership training. May 30th is for employee training. Webinars are expected to be available at a later date but have not been set up. All Board members must attend the supervisor session. More information is available upon request. The NY State deadline to be compliant is October 31st.
- 7) The Thompkins Community Foundation administers Rosen grants. They have agreed to speak with the Finance Committee sometime after April 15th about managing endowment funds.

B.) Treasurer's Report

- 1.) See Treasurer's Report and Comment Sheet

2.) Bob asked if we've heard anything about school district monies. Jenny has sent a letter.

C.) Director's Report

1.) See March 2019 Library Director Report

a.) Correction to Director Report – The 03/19/19 inspection is a Fire Inspection, not building inspection.

b.) Ontario County has approached the Library about allowing a non-violent parolee to complete up to 30 hours of community service to do some cleaning during business hours. A waiver will be signed. The board was given opportunity to have questions answered. No one objected to having this person the volunteer.

c.) Jenny asked if there are objections or concerns regarding allowing patrons to use card stock in printers with a fee increase. The board wants the Library to supply the paper so as to ensure that it meets the Library's printer specifications. Jenny plans to charge \$1.00 per page for card stock printing.

II.) Committee Reports

A.) Buildings and Grounds – No report

1.) Jenny asked Dan if we could explore having a plumber to scope the plumbing. Jenny will get a quote.

B.) Policy and Ethics – No report

C.) Strategic Planning / Finance – No report

D.) Audit – No report

E.) Personnel

1.) Motion to enter Executive Session. Marty makes a motion. Mari seconds. All approved.

a.) Motion to increase Jenny Burnett's pay by \$2000 annually plus an increase of paid vacation from two weeks to three weeks as of April 1st. A motion to raise Jenny's pay was made by Mari and seconded by Maggie. All approved. Motion passed.

F.) Fundraising

1) Update on the DASNY's SAM grant: According to the grant disbursement agreement, having work done on the parking lot before money disbursement is not a problem. A decision must be made by June on if the grant disbursement agreement is to be signed. What should be covered by the grant: \$23,000 for HVAC, \$2,700 for end of driveway, money for the

circulation desk project and reimbursement for shed (paid out in 2015/2016). The quote for the circulation desk work is higher than the original quote because the electrical wiring must also be moved. The new circulation desk quote is \$45,000 total.

Motion to approve committee reports. Mari moved. Pat seconded. All in favor.

Motion to approve minutes of February board meeting. Pat moved. Laurie seconded. All in favor.

Next meeting: Monday, April 15, 2019 at 5:30 PM.