

Seneca Falls Library – Board meeting minutes
April 20, 2020 at 5:30 PM
Conducted online via Zoom

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

Staff: Jenny Burnett and Lori Stoudt

Procedure Change: By order of NY Governor Andrew Cuomo, all virtual Board meeting sessions must be recorded and transcribed. Zoom has a transcription service which the SFL will use. In addition, a roll call must be performed when voting.

- I. Public Comment / Correspondence / Guests – None
- II. Check for Conflicts of Interest – No conflicts
- III. Reports to the Board
 - A. President
 - i. Update on \$100,000 SAM grant – The packet was received by the SAM office. There was a minor setback as the attorney’s letter was not signed, but the issue has been resolved. The library should be able to submit for reimbursement soon. The first reimbursement request will be for the heating/air conditioning system.
 - ii. With the library building closed due to COVID-19, Marty would like to have the circulation desk torn out and reconstructed. This type of construction is considered non-essential work by NY State and therefore cannot be started at this time.
 - iii. Insurance Review
 - a. See Library Insurance summary sheet.
 - b. Upon discussion, it was decided to approve changes to building coverage, deductible, contents, and library protector.
 - c. The other categories including: hired and non-hired auto coverage, cyber insurance and HR Liability will be tabled until next month after additional research and information is provided.
 - d. For cyber insurance, as SFL uses FLLS probably does not need coverage.
 - e. For HR Liability – A review of if this is needed or if a lesser limit than proposed can be purchased.
 - f. For Board Liability - Standard coverage for the Board is included as part of the Generations Agency policy. There is a question on if the Generations Agency policy would cover the Director. A comparison between Board Liability Coverage provided by Gay and Son and Generations Agency will be investigated and reported to the Board at the next meeting.

- g. Motion to approve five changes to the library’s policy with Generations Agency including: Adding auto insurance and increasing limits for building coverage, deductible, contents and library protector as noted on the Library Insurance Summary Sheet. Susan Sinicopi moves. Pat Novak seconds. Laurie Lorenzetti, Mari Sandroni, Marie Leo, Marty Toombs, Maggie Carson, Dan Emmo, and Deb Jones voted aye. Bob Kernan, Marcy Neumire, Derek Dyson, and Vince Sinicopi abstained. Motion Passed.
 - iv. FLLS may institute cutbacks up to 50% in the coming year with certain services cut or slowed.
 - B. Treasurer
 - i. See Financial Reports for March
 - C. Director
 - i. See April 2020 Director’s Report
 - ii. Covid-19
 - a. Once NYS’s “Pause” is lifted, Jenny will adhere to both FLLS and OSHA Standard and Guidelines for staff and public safety (masks, shields, etc.). She is yet to hear from either organization.
 - b. Summer Reading Program may be completely online.
 - c. The Summer Lunch Program has yet to contact Jenny Burnett or Tara Montoney regarding details of the program for this summer.
 - iii. Motion to approve the 2019 Annual Report (general public version) - Deb Jones moves. Laurie Lorenzetti seconds. Roll call – all approved. Motion passed.
- IV. Committee Reports
 - A. Buildings and Grounds
 - i. See Building and Grounds report
 - ii. First lawn mowing has taken place. Rotondo will also take care of ruts in lawn.
 - iii. Stump removal (corner of Cayuga and Beryl Streets) – Located on New York State property, but they will not do stump removal or grind it down. Dan will look into having the stump removed or ground down.
 - B. Policy and Ethics
 - i. Online meetings – Although online meetings conform with the Governor’s orders it but does not fit with library bi-laws. The committee will begin to work on amending bi-laws in case more meetings must be done remotely / online. He will distribute the proposed change to board members this month. The vote will take place at the May meeting.
 - C. Strategic Planning / Finance – none
 - D. Audit – none
 - E. Personnel - none
 - F. Fund Raising
 - i. The Basket Walk fundraiser has been postponed

- V. Motion to approve reports to board – Mari Sandroni moves. Susan Sinicropi seconds. Roll call - All approve.
- VI. Approval of minutes of February Board Meeting – Minutes were not available. They will be distributed before the May board meeting.

Next meeting: May 18, 2020 at 5:30 PM