

Seneca Falls Library Board Meeting Minutes

February 17, 2020 – 5:30 PM

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

Absent: Marcy Neumire and Derek Dyson

Staff: Jenny Burnett and Lori Stoudt

1.) Public Comment / Correspondence/Guests – No public present

2.) Reports to the Board

A) President's Report

i) Conflict of Interest – No conflicts stated

ii) Census – No library money will be spent except that which would be reimbursed by NY state.

iii) Generations Agency Insurance – Marty, Bob and Jenny met with Jerry Graziano of Generations Agency to review the library's insurance policy. Some things discovered include that the building is underinsured, the library will receive credit for the burglar system, and board liability is covered under the present policy. The policy is due for renewal in May. The board will be updated before it is renewed.

iv) Trustee Terms – The library's Annual Meeting will take place in June. Seven of thirteen board members have terms expiring in June. Marty would like to hear from these board members if they will be returning. None of the seven is term limited, so they are eligible to be reelected. Refer to 2019-20 Board of Trustees Directory for additional information.

B) Treasurer's Report

i) See Treasurer's Reports

C) Director's Report

i) See February 2020 Library Report

ii) The Annual Report needs to be approved by the board before it can be submitted.

Motion to approve 2019 NYS Annual Report. Sue moves. Laurie seconds. All in favor. Motion approved.

iii) A large number of Girl Scouts are expected to visit Seneca Falls on July 18. They be setting up a tent on Academy Square, but the tent may overlap onto library land. The library will be hosting workshops during the event. They will use our restrooms and have offered to pay for cleaning of the restrooms. Jenny wanted to confirm that the tent's presence was okay with the board. The Board would like to receive a Certificate of Insurance before giving consent to the tent overlapping onto library land.

iv) See Summer Help Line Proposal 2020 – Request for board approval of hiring a part-time employee during the summer months to assist Tara Montoney at the cost of \$5,000. The money will be found as Jenny plans to revise the standing book orders which should free up at least \$5000 annually. Additional options include: A supporting patron has said that he will be giving a \$5000 check this year. The Board insurance savings should help. Money can be taken from the programming line, if needed.

Motion to reallocate \$5000 to hire an employee to help Tara during the summer of 2020.
Bob moves. Susan seconded. All in favor. Motion approved.

v) A new 3D printer cart and catalog computer with stand was donated by the Friends of the SFL

3.) Committee Reports

A) Buildings and Grounds

i) Gutters – Lake Country Gutters came. The gutters are currently full of ice and are backed up due to roofing material within. LCG said that the pitch is wrong. The downspouts were fixed. LCG will return once ice is melted. Jenny plans to have the gutters cleaned every-other year.

ii) NYSEG meter – NYSEG was called because the meter squeaks. NYSEG looked at the unit and said it is functioning properly.

B) Policy and Ethics

i) SFL By-Laws – Revised By-Laws sheet was passed out in January meeting.

Motion to approve By-Laws as amended. Sue moves. Deb seconds. All in favor. Motion passed.

C) Strategic Planning / Finance – no report

D) Audit

i) Vince and Jenny met to review financials and budget. End of Year / 2019 Tax Information has been sent to the accountants.

E) Personnel – no report

F) Fundraising

i) Sue encouraged board members to ask businesses to donate baskets for the upcoming Basket Walk fundraiser.

4.) Motion to approve committee reports. Mari moves. Marie seconded. All in favor.

5.) Approval of minutes of January board meeting. Bob moves. Laurie seconded. All in Favor.

Next meeting: March 16, 2020 at 5:30 PM.