

Seneca Falls Library Board Meeting Minutes

January 20, 2020 – 5:30 PM

Present: Marty Toombs, Susan Sinicropi, Deb Jones, Dan Emmo, Bob Kernan, Laurie Lorenzetti, Marcy Neumire, Maggie Carson, Vince Sinicropi, and Pat Novak

Absent: Derek Dyson, Marie Leo and Mari Sandroni

Staff: Jenny Burnett and Lori Stoudt

1.) No public present

2.) Reports to the Board

A) President's Report

i) Board members are encouraged to take part in the NYLA Library Advocacy Day which will take place in Albany on February 25th. FLLS will have a bus going.

ii) Marty has been spending time in Syracuse with Census-related activities. The Library will make staffing decisions once state funding is released.

B) Treasurer's Report

i) See Treasurer's Reports

C) Director's Report

i) See January 2020 Library Report

ii) A police officer wanted footage on 01/20/20 from the outside video cameras looking onto the parking lot as part of a missing child investigation. Jenny watched the video alongside the police officer. The officer was told that to obtain a hard copy of the video then a subpoena would be needed. The child was later located.

iii) Sabrina Hoster and Suzanne Mathewson will go to FLLS to do census training.

iv) The Tax Levy Increase letter will be mailed to the school district on January 21st. The increase is from \$292,000 to \$307,000. Board approval is needed.

Motion to approve the Tax Levy Increase letter. Deb Jones moves. Susan Sinicropi seconds. All in favor. Motion passed.

v) An article appeared in the Finger Lakes Times about the 'Sew Amazing' program.

3.) Committee Reports

A) Buildings and Grounds

i) See Building & Grounds Report

ii) Jenny will request a two-year contract with Cintas instead of the five-year.

B) Policy and Ethics

i) See revised Fines and Loan Policy handout

Motion to accept the Fines and Loan policy changes as noted in hand-out. Vince Sinicropi moves. Deb Jones seconded. All in favor. Motion passed.

ii) See revised Board, Employee Conflict of Interest Declaration – Declaration was passed out to all board members present to be completed and returned to Marty asap. Staff will receive the policy to complete this week. All trustees should file a declaration every year regardless of if you have a conflict of interest or not. The records will be kept in the Director's Office.

iii) See revised Conflict of Interest Policy – The old policy has been amended to fulfill requirements on the SAM grant. The handout details proposed changes.

Bob Kernan suggested that the policy should be further amended to add a section stating that if there is a conflict of interest that trustees are to excuse themselves from that portion of decision making.

Motion to change the Conflict of Interest Policy as amended in the handout. Pat Novak moved. Marcy Neumire seconded. All in favor. Motion Passed.

iv) See SFL By-Law handout – Attorney, Stephanie Adams suggested that changes to the By-Laws be made. The handout outlines all proposed changes.

Marcy Neumire requested a copy of NYS Education Law, Section 226 that she and the trustees can review.

The amended By-Laws were given to all board trustees present to be reviewed. Marty will e-mail the handout to non-present trustees. A vote on the revised By-Laws will be voted on in the February meeting.

v) Banking – SAM Grant representatives and Attorney, Stephanie Adams recommended that money received through the SAM grant should be deposited into a different bank than our current bank, Generations, due to the conflict of interest with some of our board trustees. A separate account in the same bank (Generations) was not recommended. After discussion of options, the Ethics Committee agreed with their advice. SAM funds will be deposited into a separate checking account in a different bank. An audit is required for these funds for three years after the money is granted. The account is expected to have a low balance since money deposited will be spent shortly after receipt.

C) Strategic Planning / Finance

i) A suggestion was made by Vince Sinicropi and Jenny Burnett that a Plan of Public Service be developed. This is a strategic plan for developing new services, buildings and ground improvements, technology cycle, etc. The 2019 NYS Annual Report survey questionnaire asked if we have a strategic plan and how often it is voted on. Marty will look at plans at other libraries.

D) Audit – no report

i) Vince would like to bring in an advisor to review the library's audit process. He suggested too that a monthly financial report of library disbursements be shared with the board at each meeting.

E) Personnel – no report

F) Fundraising – no report

4.) Motion to approve committee reports. Pat Novak moved. Dan Emmo seconded. All in favor.

5.) Approval of minutes of December board meeting. Vince Sinicropi moved. Susan Sinicropi seconded. All in favor.

Next meeting: February 17, 2020 at 5:30 PM.