

**Seneca Falls Library Board of Trustees**  
**Meeting Minutes**

November 16, 2020 – 5:30 PM

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

Absent: none

Staff: Jenny Burnett and Lori Stoudt

- 1.) Public Comment / Correspondence/Guests – No public present
- 2.) Review of potential conflicts of interest – none
- 3.) Reports to the Board
  - a.) President's Report
    - i.) Every board member must have the 2020 Sexual Harassment Training completed by December 31<sup>st</sup>.
    - ii.) Motion to approve a Christmas bonus for the staff in the amount of \$100 for full-time employees and \$50 for part-time employees. Pat Novak moves. Susan Sinicropi seconds. All in favor. Motion passed.
    - iii.) The board has until March 1, 2021 to decide if we will approach the county for a school tax levy increase.
  - b.) Treasurer's Report
    - i.) See October 2020 financial reports
    - ii.) See 2021-2023 Budget Forecast reports
    - iii.) See 2021-2023 Salary Projection report
    - iv.) Motion to accept the 2021 Budget as written. Vince Sinicropi moves. Marcy Neumire seconded. All in favor. Motion passed.
  - c.) Director's Report
    - i.) See November 2020 Library Director Report
    - ii.) See Cluster Zones & Staff Plan
    - iii.) Discussion of opening the library on one weekend day during the hybrid opening. With Aaron out on disability leave there is an issue with scheduling staff on a weekend day. Jenny will speak with Aaron at the end of November and will discuss with FLLS the possibility and protocol for hiring a temporary, part-time employee.
- 4.) Committee Reports
  - a) Buildings and Grounds
    - i) See November Building and Grounds Report
    - ii) Motion to replace a defective zone pump costing \$1355. Bob Kernan moves. Pat Novak seconded. All approve. Motion passed.
  - b) Policy and Ethics – no report
  - c) Strategic Planning / Finance – no report
  - d) Audit – no report
  - e) Personnel
    - i) See Updated Sick Leave Policy - 2020

- ii) Motion to approve the Updated Sick Leave Policy - 2020 as written. Mari Sandroni moved. Deb Jones seconded. All in favor. Motion passed.
- f) Fundraising
  - i) Jenny and staff are printing 3-D snowflakes which will be put up for sale online as a fundraiser.

5.) Motion to approve committee reports. Susan Sinicropi moves. Pat Novak seconds. All in favor. Motion passed.

6.) Approval of minutes of October board meeting. Mari Sandroni moved. Pat Novak seconded. All in Favor. Motion passed.

Next meeting: December 21, 2020 at 5:30 PM.