

Seneca Falls Library Board of Trustees
Meeting Minutes

January 18, 2021 – 5:30 PM

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

Absent: Chetta Brown, Laurie Lorenzetti and Vince Sinicropi

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 - none
 - b.) Treasurer's Report
 - i.) See December 2020 financial and year-end reports
 - ii.) Marty reported that the second request from SAM grant was accepted. \$77,000 is expected to arrive in the next few weeks.
 - c.) Director's Report
 - i.) See January 2021 Library Director Report
 - ii.) See the 2017 Community Survey. Jenny would like to reuse the 2017 survey in order to compare data between 2017 and 2021. The survey would be posted on the library's website and at the circulation desk. Jenny asked the board how they felt about the survey and offering a cash incentive to complete it. No one objected and these two ideas were approved.
 - iii.) Jenny reported that the literacy dog, Miss Martha is now retired. The library is looking for a new licensed therapy dog to help with literacy programming.
 - iv.) Member Betty DeBottis passed away. Jenny asked that Lori Stoudt speak about Ms. DeBottis's contributions. Lori will include a memorial in the next newsletter.
- 4.) Committee Reports
 - a) Buildings and Grounds
 - i) See January 18, 2021 SFL Building and Grounds Report
 - ii) See Q&A with Daikin Applied regarding the Ionization Units
 - b) Policy and Ethics
 - i) See Pandemic Plan - Marcy had sent some edits which will be updated and sent to the board.

Motion to approve Pandemic Plan with edits. Susan Sinicropi moves. Marie Leo seconded. All in favor. Motion passed.
 - ii) See Gift Acceptance policy

Motion to approve the Gift Acceptance Policy as written. Marcie Neumire moves. Pat Novak seconds. All in favor. Motion passed.

- iii) See SFL Disaster Plan - Pat had a question regarding purchasing versus leasing equipment. Jenny will purchase equipment not currently owned by the library if that equipment costs \$20 or less. For items costing more than \$20, Jenny would find agencies willing to rent out large or specialized equipment. Dan recommend seeking an engineer and getting an evaluation and quote for a generator. Dan will help find an engineer.

Motion to approve the SFL Disaster Plan. Bob Kernan moves. Dan Emmo seconds. All in favor. Motion passed.

- iv) See Whistle Blower Policy

Maggie suggested a change to the third paragraph where those with human resource issues should refer instead to specific human resource policies and not to the whistleblower policy to air grievance.

Third paragraph amended to add, "See the respected policies or procedures for those grievances." or similar wording.

Motion to approve the Amended Whistleblower Policy. Maggie Carson moves. Deb Jones seconds. All in favor. Motion passed.

- c) Strategic Planning / Finance - none
- d) Audit – no report
- e) Personnel
 - i) Mari Sandroni made a motion to go into Executive Session. All in favor. Approved.
- f) Fundraising – no report

5.) Motion to approve committee reports. Deb Jones moves. Mari Sandroni seconds. All in favor. Motion passed.

6.) Approval of minutes of December 2020 board meeting. Bob Kernan moves. Marie Leo seconds. All in Favor. Motion passed.

Next meeting: February 15, 2021 at 5:30 PM.