

Seneca Falls Library Board of Trustees
Meeting Minutes

April 19, 2021 – 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 and Deb Jones.

Absent: Chetta Brown

Staff Present: 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 March 2021 financial reports
 - c.) Director's Report
 - i.) See March 2021 Library Director Report
 - ii.) The library business hours changed today to M-F 10-8 and Sat. 10-3
 - iii.) Both Rosen grants were received at \$16,810
 - iv.) The Delevan Foundations may not reward grants this year.
 - v.) Cash Handling Policy

Motion to re-approve the Cash Handling policy. Vince Sinicropi moves. Deb Jones seconds. All in favor. Motion passed.

- vi.) Continuing Education policy

Motion to re-approve the Continuing Education policy. Susan Sinicropi moves. Pat Novak seconds. All in favor. Motion Approved.

- vii.) Sign - Jenny has been researching the installation of a permanent sign, funded by the DASNY grant and the Friends of the SFL. The sign location must be surveyed. Sign placement must be at least 50 feet from Cayuga Street and other boundaries. The letters must not exceed 4 inches. The library is a R1 residential. The sign cannot be over 20' squared and must blend with current buildings/landscape. Any construction request must pass historical commission before going to coding / zoning office. Must blend with building/landscape.

4.) Committee Reports

- a) Buildings and Grounds
 - i) See March 2021 Building and Grounds Report
 - ii) Two valves monitor our two boilers and protect them from low water and subsequent overheating. Daikin Applied suggest that we install a new clear glass cut out part to make the maintenance service and our reading more reliable as it will be

clear glass as opposed to completely encased. System protection is enhanced. There will be no service savings. The life expectancy of these parts being about 10 years.

Motion to approve \$978.00 to Daikin Applied to install a low water cutout device for the boiler system. Mari Sandroni moves. Bob Kernan seconds. All approve. Motion passed.

- iii) The fire Inspection scheduled for May 4th.
- b) Policy and Ethics – no report
- c) Strategic Planning / Finance
 - i) The community surveys continue to be made available to the public.
 - ii) The Community Conversation meeting will be on Zoom in July
- d) Audit
 - i) DASNY money of approximately \$20,000 was received via wire transfer to the Chemung account on December 30, 2020. That money was recorded in 2020 financial records initially but has since been recorded in 2021. Jenny will speak with Christy in FLLS to see how they want us to deal with this so that we can file the IRS 990 form.
- e) Personnel - no report
- f) Fundraising - no report

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

6.) Approval of minutes of March board meeting. Laurie Lorenzetti moves. Mari Sandroni seconds. All in Favor. Motion passed.

Next meeting: May 17, 2021 at 5:30 PM.