

Seneca Falls Library Board of Trustees
Meeting Minutes
May 17, 2021 – 5:30 PM

Present: Marty Toombs, Susan Sinicropi, Dan Emmo, Bob Kernan, Maggie Carson, Marie Leo, Marcy Neumire, Mari Sandroni, Pat Novak, Laurie Lorenzetti, Deb Jones, Vince Sinicropi 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.) Four peoples' terms are up. Please let Marty know if you would like to step down.
 - b.) Treasurer's Report
 - i.) See April 2021 financial reports
 - ii.) Change in allocation has been asked for in the 5/18/21 tax levy vote
 - c.) Director's Report
 - i.) See May 2021 Library Director Report
 - ii.) The Long Range Plan is in process
 - iii.) Volunteer Policy
 - a. Marcy suggested that an addition to the policy should be that volunteers will have no access to employee or patron records.

Motion to re-approve the Volunteer Policy with the no access to records addition.
Pat moves. Marcy seconds. All in favor. Motion passed.
 - iv.) Disaster policy

Motion to approve the Disaster policy as written. Sue moves. Mari seconded. All in favor. Motion passed.
 - v.) Pandemic policy

Motion to approve the Pandemic policy as written. Pat moves. Sue seconds. All in favor. Motion passed.
 - vi.) Collection Development Policy

Motion to approve the Collection Development policy as written. Marie moves. Chetta seconded. All in favor. Motion passed.

- v.) Reading dog, Miss Martha, has died. The board discussed ways to honor her contribution. Owner, Karen Kelley has requested a children's book collection. Jenny has ordered Wonderbooks which will contain special bookplates memorializing Miss Martha. Board members also suggested an engraved plaque, picture, drawing or watercolor to be hung in the Children's department. Jenny will look into the cost of these ideas.

4.) Committee Reports

a) Buildings and Grounds

- i) See May 17, 2021 Building and Grounds Report
- ii) Ionization & Generator Projects - Discussion on if we go forward with the ionization project and / or generator projects. Most board members do not feel that these will be used enough to warrant the cost.

Motion to not pursue either the ionization or generator project. Bob moves. Deb seconded. All approve. Motion passed.
- iii) Motion to approve Upstate Maintenance Agreement contract. Mari moves. Maggie seconded. All in favor. Motion passed.

b) Policy and Ethics

- i) Investment policy - Bob has drafted one and Vince is now looking at it to ensure that it meets NYS regulations. The policy will come before the board in the June meeting.

c) Strategic Planning / Finance

- i) The 2020 year end numbers have been adjusted to reflect the \$20,000 DASNY money being deposited on 12/30/20 into the Chemung account.

d) Audit

- i) Vince is working on the 990 Extension

e) Personnel - no report

f) Fundraising

- i) All five libraries in Seneca County would like to host book sales on the same day, September 18, 2021 and call it the "Book Sale Trail". Jenny will meet with the Friends of the SFL on 5/18/21 to discuss if they would like to participate from September 15 - 19.

5.) Motion to approve committee reports. Dan moves. Laurie seconds. All in favor. Motion passed.

6.) Approval of minutes of April board meeting. Mari moves. Sue seconds. All in favor. Motion passed.

7) New / Old Business

- i) Face Masks – The library continues to submit to the Governor’s / NYS orders. As of Wednesday, 5/19, if patrons are vaccinated then they may come in without masks. The staff is comfortable with this. We will have a don’t ask, don’t tell procedure where we do not ask patrons if they are vaccinated or not.
- ii) Philip Wither’s Estate – Jenny was contacted by a law firm and received a photocopy of Mr. Wither’s will. Jenny emailed the documents to the board. The will is in probate in Texas. The Executor is expected to come to NY in the Fall. Marty reminded the board that a policy is in place that the SFL cannot accept gifts with conditions attached to those gifts without board approval.

Next meeting: June 21, 2021 at 5:30 PM.