

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

January 24, 2022 – 5:30 PM

Via Zoom conferencing app

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

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.) Marty is now the President of the FLLS Board of Trustees
- ii.) Tax levy increase

Motion to ask for an increase in the tax levy in May 2022 of \$15,000 (4%). Bob Kernan moves. Susan Sinicropi seconds. Thirteen approve. Marty Toombs, dissent. Motion passed.

iv.) Consider separation pay for former employee

Board referred to policy in the SFL Personnel Handbook. The former employee has no claim to compensation as based on Section V. Wages and Benefits. The board decided to award former employee for years of service as a good faith gesture although compensation is not required.

Motion to give the former employee a \$1,000 in recognition of years of service. Pat Novak moves. Vince Sinicropi seconds. All in favor. Motion passed.

v.) Open Meetings Law changes

Marty informed the board that changes in the law will require more transparency including documents must go on website in advance of the meetings. Marty will check the law on time requirements, content that must go on the website, etc.

vi.) Discussion about the recent 10-day Library closer.

A concern was raised about the recent 10-day SFL closer. The Policy Committee plans to meet to review the Pandemic Plan and Pandemic Policy.

b.) Treasurer's Report

- i.) See December 2021 financial reports
- ii.) Federal Employee Retention Tax Credit  
SFL is expecting a \$22,308 tax credit
- iii.) Morgan Stanley issue  
Bob is working through an issue with Morgan Stanley. Bob suggested that a committee made up of Marty, Vince, Dan and Bob be formed to work through this situation.

c.) Director's Report

- i.) See January 2022 Library Director Report
- ii.) Melinda Cross has been hired as the new evening / weekend clerk. She started today.
- iii.) Pam Behm has resigned. Her last day is Feb. 11<sup>th</sup>. Jenny is seeking a new daytime clerk and hopes to hire someone by the end of February.
- iv.) The SFL is now participating in a public program with the Seneca Falls Central School District via OverDrive / Sora to offer eBooks. Schools get access to SFL e-resources with their own account.
- v.) Friends of the SFL is funding a museum pass program for one year.

4.) Committee Reports

a) Buildings and Grounds

- i) See Building and Grounds Report, January 24, 2022

Motion to get the new locks with independent keys for patron restrooms at an estimated cost of \$530.00. Mary Sandroni moves. Pat Novak seconds. All in favor. Motion passed.

- ii) A request was made for the Tax Form 990 be filed prior to June 1<sup>st</sup> as it is needed for construction grant applications.

b) Policy and Ethics – no report

c) Strategic Planning / Finance – no report

d) Audit

- i) The new committee has met and is reviewing their new roles. The members have been reviewing existing policies and procedures.

e) Personnel

- i) Personnel will call a meeting for to review the SFL Personnel Handbook and discuss any policy changes.

f) Fundraising - no report

5.) Motion to approve committee reports. Marcy Neumire moves. Deb Jones seconds. All in favor.

6.) Approval of minutes of December 2021 board meeting. Laurie Lorenzetti moves. Bob Kernan seconds. All in favor.

Adjourned 6:53 PM

Next meeting: February 21, 2022 at 5:30 PM.