

Seneca Falls Library Board of Trustees
Meeting Minutes
July 18, 2022 – 5:30 PM

Present: Marty Toombs, Susan Sinicropi, Dan Emmo, Mari Sandroni, Pat Novak, Laurie Lorenzetti, Chetta Brown, Maggie Carson, Cindy Ody-Ortego and Marie Leo

Absent: Bob Kernan, Marcy Neumire and Vince Sinicropi

Staff: Jenny Burnett and Lori Stoudt

- 1.) Public Comment / Correspondence/Guests - Beardsley representatives present: Jason and Nick
 - a.) See Schematic Designs, SK-1 and SK-2
 - b.) Presentation about remodeling the existing restrooms and allocating space for a book drop. Restrooms will be remade to maximize space and with one restroom being scooter accessible. Construction will take 6-8 week. Start date estimate is February - March 2024.
 - c.) Contractor's estimate is needed to submit for a construction grant in August. Application go to the FLLS board in September and to NYS in October. Grantees are typically announced in May or June. If granted, we can expect 50% grant-funded and maybe 75% if enough funds are available. What we have paid Beardsley to date should be partially reimbursed by the grant funds.

- 2.) Review of potential conflicts of interest – none

- 3.) Reports to the Board
 - a.) President's Report
 - i.) 2022-2023 Committee Membership report was emailed.
 - Chetta Brown would like to go to Buildings and Grounds
 - A third person is needed on the Audit committee

 - b.) Treasurer's Report – Bob Kernan absent. Reports submitted via email
 - i.) See June 2022 financial reports

 - c.) Director's Report
 - i.) See July 2022 Library Director Report

- 4.) Committee Reports
 - a) Buildings and Grounds
 - i) See Building and Grounds Report, July 18, 2022
 - b) Policy and Ethics – no report
 - c) Strategic Planning / Finance – no report
 - d) Audit
 - i.) Committee will meet with Lori this week to review June bank statements

e) Personnel

- i.) Substitute Clerk employee proposal – Create a new position to cover staff absences including from illness and vacation. Minimum wage position. 3 hours per week minimum. The number of staff hours would not change.

Motion to create a new substitute clerk position. Mary Sandroni moves. Pat Novak seconds. All in favor. Motion passed.

- ii.) Six-month probationary raise – Three staff members have fulfilled their six-month probationary period. Proposed “good faith raises” for two new part-time and one employee moving from part-time to full-time. Pay rates will be emailed to board members by Jenny.

Motion to approve raises for the three employees. Pat Novak moves. Chetta Brown seconds. All in favor. Motion passed.

- iii.) Mari will write a policy in the employee policy manual that all employees who complete their 6 month probationary period would be eligible to receive a raise (no amount will be specified) based on their evaluation, and at the recommendation of the director with Board approval. Once written, Mari will email it to the board for review.

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 June 2022 Annual meeting and June 2022 board meeting. Marie Leo moves. Laurie Lorenzetti seconds. All in favor. Motion passed.

Meeting adjourned 6:13 PM

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