

Seneca Falls Library Board of Trustees
Meeting Minutes

November 20, 2023 – 5:30 PM

Present: Marty Toombs, Dan Emmo, Bob Kernan, Laurie Lorenzetti, Chetta Brown, Marie Leo, Kelly Redder, and Jeanmarie Burke.

Absent: Maggie Carson, Mari Sandroni, and Haidee Oropalio

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.) The 2023 Handbook for Library Trustees of New York State was distributed
- ii.) Please complete the annual required trustee training. Each trustee must complete the Sexual Harassment training plus two hours of additional board training. The SFL Bylaws say that trustees will be dismissed if the training is not completed, plus the library must report to NYS in the annual report if training was completed or not.

Jenny will send out email notices to trustees who have not yet fulfilled the training requirement.

b.) Treasurer's Report

- i.) See October 31, 2023 financial reports
- ii.) See 2024 Budget and 2025-2026 Projections

Motion to approve the 2024 Budget Summary and 2025-2026 Forecast. Kelly Redder moves. Laurie Lorenzetti seconds. All in favor. Motion passed.

c.) Director's Report

- i.) See November 2023 Library Director Report

Motion to approve Overdrive contribution for 2024 of \$3,676.00. Marie Leo moves. Jeanmarie Burke seconds. All in favor. Motion passed.

Motion to approve staff Christmas bonuses of \$100 for full-time and \$50 for part-time employees. Laurie Lorenzetti moves. Bob Kernan seconds. All in favor. Motion passed.

4.) Committee Reports

a) Buildings and Grounds

- i.) See Building and Grounds Report, November 20, 2023
- ii.) Motion to hire Beardsley Architects & Engineers to prepare drawings of the reconfiguration of the stage area. Marie Leo moves. Chetta Brown seconds. All in favor. Motion passed.

- b) Policy and Ethics – no report
- c) Strategic Planning / Finance – no report
- d) Audit – no report
- e) Personnel – no report
- f) Fundraising – no report
- g) Nominating
 - i.) Difficulty finding volunteers. Kelly Redder will give a report in the near future. Someone with a financial background is the most vital role to fill.

5.) Motion to approve committee reports. Bob Kernan moves. Marie Leo seconds. All in favor. Motion passed.

6.) Approval of minutes of October 2023 board meeting. Marie Leo moves. Laurie Lorenzetti seconds. All in favor. Motion passed.

Adjourned 6:37 PM

Next meeting: Monday, December 18, 2023 at 5:30 PM.