

Seneca Falls Library Board of Trustees
Meeting Minutes

March 18, 2024 – 5:30 PM

Present: Marty Toombs, Dan Emmo, Bob Kernan, Mari Sandroni, Laurie Lorenzetti, Chetta Brown, Maggie Carson, Marie Leo, Jeanmarie Burke, Kelly Redder and Haidee Oropallo.

Staff: Jenny Burnett and Lori Stoudt

Guests: Colleen Buck, Suzi Szot, and Dan Buck

- 1.) Public Comment / Correspondence/Guests - none
- 2.) Review of potential conflicts of interest – none
- 3.) Reports to the Board
 - a.) President's Report
 - i.) Children's Book Festival was a success with 200 in attendance
 - b.) Treasurer's Report
 - i.) See February 29, 2024 financial reports
 - c.) Director's Report
 - i.) See March 2024 Library Director Report
 - ii.) The restroom renovation has not started because the Seneca County Build Permit has not yet been received by Chrisanntha Construction. Outdoor bathrooms were dropped off.
 - iii.) Jenny expects to hear from Rosen Library Fund grant in 4-6 weeks
 - iv.) Tara Montoney is being recognized by the SFCSD Board of Education on April 11th for her support of literacy.
 - v.) Official approval for hiring is a state requirement

Motion to accept the recommendation of the Library Director to hire Amanda VanTassel and Alina Rodriguez. Kelly Redder moves. Mari Sandroni seconds. All in favor. Motion passed.
 - vi.) Long Range Plan

Motion to approve the updated Seneca Falls Library Long Range Plan, 2024-2028. Marie Leo moves. Jeanmarie Burke seconds. All in favor. Motion passed.
 - vii.) Community Annual Report

Motion to approve the 2023 community Annual Report. Mari Leo moves. Laurie Lorenzetti seconds. All in favor. Motion passed.
- 4.) Committee Reports
 - a) Buildings and Grounds

- i) See Building and Grounds Report, March 18, 2024
- ii) Jenny will place cones along the handicapped parking to ensure that area is kept clear and accessible to patrons needing handicapped parking.
- b) Policy and Ethics
 - i) See Bed Bug Policy

Motion to approve the Bed Bug Policy. Chetta Brown moves. Marie Leo seconds. All in favor. Motion passed.
 - ii) See Fine and Loan Policy

Motion to approve the Fine and Loan Policy. Laurie Lorenzetti moves. Mari Sandroni seconds. All in favor. Motion passed.
- c) Strategic Planning / Finance - none
- d) Audit
 - i.) The February audit was completed using the new, online Quickbook.
 - ii.) RFP proposal review was requested from Cuomo, Winters & Schmidt, CPAs. They will review the Year End financials as well as the Form 990s. Maggie Carson, chair of the audit committee, is to execute the agreement.

Motion to accept the Cuomo, Winters & Schmidt contract. Maggie Carson moves. Haidee Oropallo seconds. All in favor. Motion passed.
- e) Personnel
 - i) See Position Change Raise Proposal 2024. The raise would take effect on June 1, 2024 when Malinda Cross moves into the full-time position.

Motion to approve the position change raise for Malinda Cross. Mari Sandroni moves. Chetta Brown seconds. All in favor. Motion passed.
- f) Fundraising
 - i) Laurie Lorenzetti plans to meet with Jenny Burnett with new fundraising ideas
 - ii) Spring Book sale, April 24-27 – Friends of the SFL have not been responding to requests for help. Jenny has a meeting with the Friends on April 9th and will ask them to volunteer and to distribute flyers. The board was asked to please volunteer to help bring down books, staff the sale and cleanup. Due to the use of part of the room for construction materials, the paperbacks might not be sold at this book sale - hardbacks only. The attic is full of books and Jenny may need to stop accepting book donations.
- g) Nominating
 - i) See Nominating Committee Report, March 18, 2024
 - ii) A Discussion of making the nominating committee a permanent committee and/or moving duties from Personnel committee to Nominating committee occurred.

Changes to the bylaws would be necessary for some of the changes discussed, but no formal bylaw change requests were made.

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

6.) Approval of minutes of February 19, 2024 board meeting. Bob Kernan moves. Mari Leo seconds. All in favor. Motion passed.

Meeting adjourned 6:25 PM

Next meeting: Monday, April 21, 2024 at 5:30 PM.

Respectfully submitted by:

Marie Leo
Board Secretary