

Seneca Falls Library Board of Trustees
Meeting Minutes

November 18, 2024 – 5:30 PM

Present: Chetta Brown, Jeanmarie Burke, Maggie Carson, Jan Driscoll, Deb Jones, Marie Leo, Laurie Lorenzetti, Haidee Oropallo, Kelly Redder, and Molly Telarico

Absent: Dan Babbitt, Sr., Kristin Sandroni, and Suzi Szot

Staff Present: Jenny Burnett

1. Public Comment

- a. [Annual Celebration of “It’s a Wonderful Life, Seneca Falls, December 13-15, 2024](#)
 - i. Announcements
 - ii. Request for Volunteers
 - iii. Visit website to volunteer and for additional information
 1. <https://www.wonderfullifemuseum.com/2021-festival/>

2. Review of potential conflicts of interest – None

3. Guest: Board welcomed Mr. Robert Kernan to the meeting.

4. Reports to the board:

- a. President - None
- b. Treasurer
 - i. See Profit and Loss, Previous Year Comparison, January – November 2024
 - ii. See Treasurer’s Report, November 18, 2024
 - iii. See 2025 Budget Report
 1. Discussion of Overall 2025 Budget
 2. Discussion of Line Items in 2025 Budget
 3. Feedback for clarification from Mr. Robert Kernan, Guest and Past Board Treasurer, and Current Board Treasurer Molly Telarico during overall budget discussion and line item discussion.
 4. General discussion on establishing a Long-Term Budgeting and Strategic Planning model/cycle.
 5. Mr. Kernan departed after completion of discussions (5:49 pm)
 6. Motion to accept 2025 Budget and the increase in the tax levy from \$15,000 to \$20,000
 - a. Chetta Brown moves. Deb Jones seconds.
 - b. All in favor. Motion passed.
- c. Director
 - i. See November 18, 2024 Library Director Report
 - ii. Motion to accept resignation of staff employee.
 1. Deb Jones moves. Kelly Redder seconds.
 2. All in favor. Motion passed.
 - iii. Motion to accept Christmas Bonus for employees.
 1. Laurie Lorenzetti moves. Jeanmarie Burke seconds.
 2. All in favor. Motion passed.
 - iv. See OverDrive Content Contribution FY2025 Memo
 1. Motion to Accept 2025 Budget Expense (included in the Board approved 2025 Budget) to purchase OverDrive content (electronic resources) at a cost of \$4,241
 - a. Maggie Carson moves. Haidee Oropallo seconds.
 - b. All in favor. Motion passed.
 - v. Littlejohn Donation Discussion

1. Motion to earmark pending donation from Dr. Littlejohn (\$5,000 to \$10,000) for the renovation of the Josephine M. Littlejohn Meeting Room after installation of the Sound System in the meeting room.
 - a. Molly Telarico moves. Chetta Brown seconds.
 - b. All in favor. Motion passed.
- vi. See Doyle Security comprehensive proposal for Seneca Falls Library.
 1. Discussion of the proposal.
 2. Motion to approve the total cost of the proposal of \$795
 - a. Deb Jones moves. Laurie Lorenzetti seconds.
 - b. All in favor. Motion passed.
- vii. Announcement of e-mail reminder sent to Board Members who still need to complete their annual training before December 31, 2024.
- viii. 2024 Scheduled \$65,000 Transfer discussion.
 1. Removed from Board Action Items at the meeting. Not discussed.

5. Committee Reports:

- a. Buildings and Grounds
 - i. See Building and Grounds Report November 2024
- b. Policy and Ethics - None
- c. Strategic Planning/Finance - None
- d. Audit – None (October 2024 Audit completed).
- e. Personnel
 - i. Finalized salary and benefits for 2025 Budget Report
 - ii. Annual Evaluation of Library Director is upcoming
 - iii. Library Staffing Update: Openings are replacement for staff who left.
 1. Open Positions: One part-time staff and one full-time staff.
- f. Fund Raising - None
- g. Board Membership Committee
 - i. Discussion of Board Member Resignation Process

6. Motion to approve reports to board

- a. Laurie Lorenzetti moves. Molly Telarico seconds.
- b. All in favor. Motion passed.

7. Motion to approve minutes of October 21, 2024 Board Meeting

- a. Haidee Oropallo moves. Kelly Redder seconds.
- b. All in favor. Motion passed.

Adjourned: 6:20 pm

Next meeting: December 16, 2024, 5:30 p.m.

Respectfully Submitted by:

Jeanmarie Burke, Secretary