

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

August 18, 2025 – 5:30 PM

Present: Maggie Carson, Marie Leo, Jeanmarie Burke, Dan Babbitt, Sr., Jan Driscoll, Haidee Oropallo, Chetta Brown, Kelly Redder, Martin Toombs, Robert Kernan, Mari Sandroni, Laurie Lorenzetti and Kristin Sandroni

Absent: Deb Jones

Staff: Jenny Burnett and Lori Stoudt

- 1.) Public Comment – no public present
- 2.) Review of potential conflicts of interest – none
- 3.) Reports to the Board
  - a.) President’s Report
    - i) See Meeting Agenda
    - ii) Personnel approvals are needed for:  
(New Hires)
      - Mark Lankford, Full-time Evening Clerk
      - Nicole Adams, Part-time Clerk
      - Clare “Emery” Hall, Full-Time Clerk
      - Jennifer Roberts, Full-Time Evening Clerk
      - Margaret Li, Substitute Clerk(Resignation)
      - Lou Shafer, Clerk

Motion to approve personnel changes. Laurie Lorenzetti moves. Kristin Sandroni seconds. All in favor. Motion passed.

- iii) Motion to override the tax-levy limit. Marty Toombs moves. Laurie Lorenzetti seconds. All in favor. Motion passed.
    - iv) Motion to submit the elevator grant assurances. Kelly Redder moves. Marty Toombs seconds. All in favor. Motion passed.
  - b.) Treasurer’s Report
    - i.) See Treasurer’s Report, July 2025
  - c.) Director’s Report
    - i.) See August 2025 Library Director Report
    - ii.) Sarah Glogowski from FLLS will present at the September 2025 meeting. It will count toward one hour of trustee training.
- 4.) Committee Reports
  - a) Buildings and Grounds
    - i) See Buildings and Grounds Report for August 2025
    - ii) Motion to hire All Clean Power Wash at their estimated price of \$6,000 to wash library windows. Marie Leo moves. Dan Babbitt seconds. All in favor. Motion passed.

- b) Policy and Ethics
  - i) Marie Leo will be emailing the Bylaws and NYS Sick Leave Policy for trustee review
- c) Strategic Planning / Finance
  - i) Please review Investment Fund Spending and Transfer Policy Statement
  - ii) Please review Performance Measurement Standards and Benchmarks
  - iii) Bob Kernan will call a Strategic Planning and Finance committee meeting before the next board meeting.
  - iv) 2026 Budget process will begin soon. The committee plans to have a draft of the budget completed by the end of October.
- d) Audit
  - i) The July 2025 bank reconciliation and audit has been completed
- e) Personnel
  - i) Staff evaluations will be done soon
  - ii) The Personnel Committee will meet soon to discuss raises for staff retention
- f) Fundraising
  - i) Meat Raffle fundraiser complete
  - ii) Loose Change and Book Cart Sale in process
  - iii) Fall Book Sale will be held from September 17<sup>th</sup> – 20<sup>th</sup>. Volunteers needed.
  - iv) Cookie Walk and Kids Holiday Market will be held on December 6<sup>th</sup>
  - v) Author dinner budget is under consideration.
  - vi) Jenny Burnett is looking into Givebutter.com, Online Auctions and A Day of Giving Roundup.
- g) Board Membership - none

5.) Motion to approve committee reports. Kelly Redder moves. Maggie Carson seconds. All in favor. Motion passed.

6.) Approval of minutes of July 2025 board meeting and BOT annual meeting. Mari Sandroni moves. Kelly Redder seconds. All in favor. Motion passed.

7.) Motion to adjourn the meeting. Marty Toombs moves. Maggie Carson seconds. All in favor. Motion passed.

Adjourned 6:25 PM

Next meeting: September 15, 2025. Due to the Fall Book Sale, the meeting will be held in the Young Adult meeting room.

Approved by board on September 15, 2025:

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Deb Jones, Secretary