Seneca Falls Library Board of Trustees
Meeting Minutes
November 16, 2026 – 5:30 PM

Present: Jeanmarie Burke, Martin Toombs, Robert Kernan, Mari Sandroni, Deb Jones, Dan Babbitt, Sr., Laurie Lorenzetti, Jan Driscoll, Dan Emmo, and Kristen Sandroni

Absent: Marie Leo

Staff: Jenny Burnett and Lori Stoudt

1.) Public Comment – no public present
2.) Review of potential conflicts of interest – none
3.) Motion to approve the October 19, 2026 minutes. Dan Babbitt moves. Mari Sandroni seconds. All in favor. Motion passes.

4.) Reports to the Board
   a) Vice-President's Report
      i.) Motion to approve the resignation of Conchetta Brown. Deb Jones moves. Dan Babbitt seconds. All in favor. Motion passes.
   b) Treasurer's Report
      i.) See Treasurer's Report, October 2026
   c) Director's Report
      i.) See November 2026 Library Director's Report

4.) Committee Reports
   a) Buildings and Grounds
      i.) See Building and Grounds Report, November 2026
      ii.) Motion to accept and approve the 2027 service contract with Upstate Temperature Control, Inc. in the amount of $7,000. Marty Toombs moves. Dan Babbitt seconds. All in favor. Motion passes.
   b) Policy and Ethics - none
   c) Strategic Planning / Finance
      i.) The 2027 budget and multi-year forecast through 2029 are currently in progress.
   d) Audit
      i) The October audit was completed
   e) Personnel
      i) See Personnel Policy changes in Employee Handbook
      ii) Proposed Employee Handbook Change to Section II: Workplace Standards & Hours Motion to accept proposed Employee Handbook change to Section II. Marty Toombs moves. Deb Jones seconds. All in favor. Motion passes.
      iii) Proposed Employee Handbook Change in Retirement & Health Benefits – Discussion ensued regarding retirement and health benefits. No action was taken.
      iv) A Personnel Policy is in process. New York State requires one to be completed by December 31, 2026.
      v) Staff Christmas Bonuses

Motion to approve Christmas bonuses in the amount of $100 for full-time staff and $50 for part-time staff. Marty Toombs moves. Bob Kernan seconds. All in favor. Motion passes.

f) Fundraising
   i) See Fundraising Report, November 2026
g) Board Membership – none

5.) Motion to approve committee reports. Laurie Lorenzetti moves. Dan Babbitt seconds. All in favor. Motion passes.
6.) Motion to adjourn. Mari Sandroni moves. Dan Babbitt seconds. All in favor. Motion passes.

Meeting adjourned 6:20 PM

Next meeting: Monday, December 21, 2026

Approved by board on :

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Deb Jones, Secretary