

Springport Free Library  
Board Meeting Minutes

April 17, 2025

DRAFT

Meeting called to Order at 6:30 PM

Present: Sabrina Shepherd  
Christy Cooper  
James Young  
Jean Hardy

Absent: Laurie Waldron  
Barbara Casper

The Director of the Finger Lakes Library System, Sarah Glogowski spoke to the board. Sarah was invited to the board meeting as a guest speaker. Sarah addressed board questions concerning employment at the Springport Free Library. There was discussion of an employee handbook. It was decided to ask a legal expert to, both help write up a new handbook, and review our library policy manual. Sarah Adams from the online service, "Ask a Lawyer", will be approached about coming out to the library. Sarah Adams will require the board, to have pulled together a basic handbook for her to work with. She also might cost the library upward of \$2,000.00. The board decided the price was worth setting up a solid employee handbook, that could be built upon in the future. The library policy manual is up-to-date and ready for a review and indexing. Sarah will send the board of trustees' copies of a recent system-wide employment survey. She will also send along any other information needed, such as salary ranges and paid vacations.

The board then discussed with Sarah Local Library Services Aid (LLSA), the Institute of Library and Museum Services (ILMS), the New York State Library, and the Department of Library Development (DLD). Budgeting for these department and their futures is an ongoing issue. These services and their loss would impact, e-rate, price of electronics and construction projects. The board also discussed the hygiene closet and the inclusion of pregnancy test and, or condoms. Sarah told the board that these services are provided by other libraries, and she can see no adverse effect to our library. Trustee Sabrina Shepherd is performing an inventory, and writing a request for further hygiene funding. It does look like the hygiene closet is being used.

Sarah ended her discussion with the board by mentioning that now would be a good time to include the village of Cayuga in the library service area. The library director and Sarah will work together to begin the formal application request. The application will have a \$60.00 application

This guest speaker part of the meeting ended at 7:42 PM. A regular business meeting was called to order.

Present: Sabrina Shepherd  
Christy Cooper  
James Young  
Jean Hardy

Absent: Laurie Waldron  
Barbara Casper

Trustee Jim Young made a motion to accept the March 2025 board meeting minutes. The motion was seconded by Christy Cooper. The vote to approve was unanimous.

Trustee Jim Young made a motion to accept the April 2025 financial report. The motion was seconded by trustee Jeanne Hardy. The vote to approve was unanimous.

Trustee Christy Cooper made a motion to accept the director's April 2025 report. Trustee Jean Hardy seconded the motion. The vote to approve was unanimous.

Under old business, it was noted that Expert Clutter had cleaned up the library basement. A camera was installed over the petty cash box. The leaky faucet in the basement was replaced. The director informed the board that the staff was prepared to work on Wednesdays from noon until 8 PM. The board is still discussing this change. An library informational letter was sent to the school superintendent for inclusion in the school budget newsletter.

Under new business, the library director asked for permission to purchase a new PS5 and Xbox. This purchase would also include a small television and remote controllers. The board requested a financial breakout of the costs involved. The director will work with the assistant director to provide this information at the next board meeting.

Business meeting adjourned at 8:40 PM.

Respectfully submitted,

Carla Piperno-Jones, acting recording secretary