

Springport Free Library  
February 18, 2026  
Library Board of Trustees Meeting Minutes

DRAFT

Attendees: Trustees - President Jeanne Hardy, Trustees Sabrina Shepherd, Kim Hooper, Amanda O'Grady, and Barbara Casper; Library Director, Carla Piperno-Jones; Bookkeeper Scott Zippel.

Board President, Jeanne Hardy called the regular board meeting to begin at 6:29 pm.

Old Business:

1. The January 21, 2026, Library Board of Trustee Meeting minutes were reviewed. President Jeanne Hardy made a motion to accept the January 21, 2026 minutes. Sabrina Shepherd seconded the motion. The motion was open for discussion. The Trustees voted 5-0 to accept the motion.
2. The January 30, 2026 Special Meeting for the Board of Trustees minutes were reviewed. Amanda O'Grady made a motion to accept the special meeting minutes. Jeanne Hardy seconded the motion. The motion was open for discussion. The Trustees voted 5-0 to accept the special meeting motion.
3. Library Bookkeeper Scott Zippel presented the January 2026 Financial Report. Jeanne Hardy made a motion to accept the report. Kim Hooper seconded the motion. The motion was open for discussion. The Trustees voted 5 — 0 to accept the motion.
4. During the review of the January 2026 Financial Report, President Jeanne Hardy and other trustees asked Scott questions pertaining to the maturing CDs that are scheduled to mature in the next month. In compliance with NY State laws, Scott will be depositing the maturing funds into non-credit union banks. He reported that he has already investigated the best interest rates from appropriate area banks. The Trustees discussed the reported options.

Amanda O'Grady made a motion to allow Library Bookkeeper Scott Zippel the authority to move matured CD funds at Generations Bank into a new account at Cayuga Lake National Bank, and to move matured CD funds from the AMCU into a new account at Five Star Bank. Jeanne Hardy second the motion. The motion was open for discussion. The Trustees voted 5 — 0 to accept the motion.

The Trustees thanked Scott for his time and efforts as the Library Bookkeeper. His continued commitment is greatly appreciated.

5. Library Director Carla Piperno-Jones presented the February 18, 2026, Director's Report. Key items included:
  - a) Carla will be asking Zerrillo Construction to look at installing an ADA compliant baby changing station and repairing a toilet seat. She will be contacting the Union Springs Fire Department to see if they are willing to help put in the window fire escape ladders.
  - b) Carla's new circulation desk computer has arrived. She will be getting help installing the receipt printer and work printer software on the new computer.

- c) February programs have begun. Sabrina Shepherd will be leading the Lunar New Year craft event during the mid-winter school break. Sabrina has been installing new metal shelving to protect craft supplies and hygiene closet supplies. During this process, she has been able to tidy up and reorganize the area while also protecting items from basement flood damage.
- d) Carla reported that there has been minor vandalism in the downstairs bathroom doors and to the family activity area. She will be installing pseudo cameras in the hallway facing the bathroom doors. If this does not stem the vandalism, she will be asking the board to approve the purchase and installment of additional functioning security cameras.
- e) Carla reported that the NY State Annual Library Report with the new reporting software program has still not been released. When it is released she and Scott will be able to complete it and report it to the Trustees. She will be able to keep updated through the monthly Finger Lakes Library Systems Directors' Zoom meetings.
- f) Carla is continuing to prepare the new five-year Long-Range Plan of Service. It is mandated by New York State and is due at the end of year.
- g) Plans for the 2026 Summer Reading program have begun. Carla will attend the FLLS children's programming training session in March. In conjunction with the Village of Union Springs, Sabrina Shepherd will be leading these programs. They are looking forward to holding most of these events at Frontenac Park.

Jeanne Hardy made a motion to accept the February 18, 2026, Directors Report. Amanda O'Grady seconded the motion. The motion was discussed. The Trustees voted to accept the motion, 5 – 0.

- 6. Carla provided the Trustees with copies of the letter that was sent to the Union Springs Central School District Superintendent and Board of Education requesting that a budget proposal of \$102,500 to fund the Springport Free Library be considered and included in the May 2026 School Budget Referendum. The letter listed the many services and programs that the library provides for the community. This proposal was delivered to the USCS District Office by Scott Zipple. It was previously approved by the Springport Free Library Board of Trustees at their regular meeting on September 17, 2025.
- 7. The Trustees discussed the library's flood abatement needs. Carla reported that during the past month, there was flooding in the basement during a time in which there was no rain or snow. It may be due to the snowpack found along the library's exterior walls. She will share this information with Zerillo Construction as they will begin working on their approved improvements to the exterior walls.
- 8. The new Cricut machine and accessories have arrived. Sabrina will be using this for the upcoming family programs and library promotional items. The Trustees discussed possible programs which may include a training session for patrons that are interested in learning how to use their own machines.

#### New Business:

- 1. Carla reported that the family of Margaret S. Smith, a former librarian at our library, has donated \$125 to the library. To recognize and commemorate her time as the head librarian, Carla referred to the plaque with Margaret's name, attached to the front of her librarian's main

circulation desk. The Trustees extended their appreciation to the family for their generous donation.

2. The Trustees and Carla discussed possible community members who may be interested in joining the library's Board of Trustees.
3. Sabrina Shepherd suggested that a multimedia projector and portable screen be procured to help with future programs. The Trustees discussed this idea. Jeanne Hardy and Sabrina will investigate options for this suggestion.

Board President Jeanne Hardy adjourned the regular meeting of the Board of Trustees at 7:27pm.

Respectfully submitted by Barbara Casper

Recording Secretary