Springport Free Library
January 21, 2026
Library Board of Trustees Meeting Minutes

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

Board President, Jeanne Hardy called the regular board meeting to begin at 6:36 pm.

Old Business:

I. The December 17, 2025, Library Board of Trustee Meeting Minutes was reviewed. Barb Casper and other Trustees noted and corrected the entries in New Business as there was no executive session during that meeting.
Jim Young made a motion to accept the report with this correction. Jeanne Hardy seconded the motion. The motion was open for discussion. The Trustees voted 5-0 to accept the motion.

2. Library Bookkeeper Scott Zippel presented the December 21, 2025 Financial Report. Jim Young asked if the library is considered a municipality and as such if it is legally allowed to hold accounts in Credit Unions. Library Director Carla Piperno Jones will ask this question to the lawyers at the Finger Lake Library System.
Jim Young made a motion to accept the December 21, 2025 Financial Report. Sabrina Shepherd seconded the motion. The motion was open for discussion. The Trustees voted 5-0 to accept the motion.

3. Library Bookkeeper Scott Zippel reported that the M. Gladys Taylor Trust Fund is now closed. He recently received paperwork in of this account from the trust's law office. He will leave copies of the paperwork at the library for the trustees to read through. He stated that the board make a decision as to how the funds should be received in a timely manner. The trustees agreed to this request.

4. Library Director Carla Piperno-Jones presented the January 21, 2026, Director's Report. Key items included:
   a) In lieu of basement flooding abatement needs, Carla shared copies of construction proposals from Zerrillo Construction.
   b) Carla announced the upcoming February family program that will highlight the Chinese Lunar New Year of the Horse. Sabrina Shepard shared photos and described intended project activities.
   c) Carla has invited the Finger Lakes Library Director, Sarah Glowgoski to hold a training session for the board during one of the coming regular board meetings. She reminded board members that as part of the NY State regulations, each trustee will need to complete two hours of training along with sexual harassment training in 2026. When the trustees complete this training, they are asked to report their sessions to Carla, and she will prepare a Certificate of Completion for each board member. Carla will send trustees a link to the Trustee Book Club website that has many on-line training sessions that can be used for trustee two-hour training sessions.

d) Because the previous 2020-2026 five-year plan is expiring, Carla has begun to prepare the new five-year plan. It will be presented, considered by the board for approval, and then posted on the library website.
e) Carla reported that once Finger Lakes Library System has received additional instructions from the NY State for the upcoming annual reports, Carla will share this information with the trustees. Changes will be happening due to the closing of Brodart & Taylor which provided previous software programs utilized for past annual reports.
f) Carla provided printed copies of the 2026 Board of Trustees and Staff information and contact list.

Barb Casper made a motion to accept the January 21, 2026 Directors Report. Jeanne Hardy seconded the motion. The motion was discussed. The Trustees voted to accept the motion, 5 – 0.

5. The Trustees discussed the library's flood abatement needs. They reviewed the Zerrillo proposals and discussed previous proposals from Yantch LLC, Woodford Brothers, and CNY Gutters LLC.

   Jim Young made a motion to accept the work proposal by Zerrillo Construction at a cost of $8,000 which includes repairs to the stucco exterior, framing and sheathing, and window seals. Jeanne Hardy seconded the motion. The motion was discussed. The Trustees voted to accept the motion, 5 – 0.

   President Jeanne Hardy signed the contract proposal of Zerrillo Construction. Trustee Sabrina Shepherd will contact Zerrillo Construction to initiate this repair project.

6. As per New York State Education Law 90.2, Carla reminded the Board of Trustees of library policies that need to be updated by the January 2027 deadline. Library Director Carla Piperno Jones offered to provide much of the policy information through legal inquiries using the Finger Lakes Library System's lawyer. Updates to policies will need to be approved by the Board and most are required to be posted on the library's website. Most importantly, it was emphasized that the trustees need to create a personnel policy handbook. The board and Carla discussed benefits of finding and looking at personnel handbooks from area libraries with similar staff and community sizes. Carla will contact libraries that fit this description to find out if they are willing to share copies of their handbooks. The board discussed the possibility of hiring a local HR business to help create a personnel handbook that would meet mandatory state regulations and legal statutes. Trustee Kim Hooper indicated that HR businesses can also provide payroll services for the library at a reasonable cost.
   The Trustees agreed to continue this discussion at the next meeting using additional information that will be gathered.

7. Library Director Carla Piperno-Jones and trustee Sabrina Shepherd reported that the new library shelving units have been ordered and are being installed, along with a new toilet seat for the second bathroom. Sabrina will be able to purchase a Cricut machine and accessories soon.

8. Sabrina Shepherd asked trustees to let her know about possible summer programs that can be offered this year. This includes children, family, and adult programs.

w Business:

1. Amanda O'Grady was introduced by Library Director Carla Piperno-Jones. She is interested in becoming a member of the Board of Trustees. The Board of Trustees welcomed her and discussed her offer.

   Jim Young made a motion to accept Amanda O'Grady as a Springport Free Library Trustee, with a term beginning on January 1, 2026, and ending on January 1, 2032. Jeanne Hardy seconded the motion. The motion was discussed. Board members voted 5-0 to accept this motion.

   The Board of Trustees welcomed Amanda O'Grady as a new board member. They shared their appreciation to her for volunteering to be on the board for a five-year term.

Board President Jeanne Hardy adjourned the regular meeting of the Board of Trustees at 7:34 pm.

Respectfully submitted by Barbara Casper

Recording Secretary