

Springport Free Library
August 19, 2026
Library Board of Trustees Meeting Minutes

Attendees: Trustees – Jeanne Hardy, Jim Young, Sabrina Shepherd, Kim Hooper, Amanda O’Grady, Candice Cortes, Barbara Casper; Library Director, Carla Piperno-Jones;

Board President Jeanne Hardy, called the regular board meeting to begin at 6:33pm.

Old Business:

1. The July 15, 2026, Library Board of Trustee Meeting minutes were reviewed.
Jim Young made a motion to accept the July 15, 2026, Board of Trustees Meeting. Amanda O’Grady seconded the motion. The motion was open for discussion. The Trustees voted 7 - 0 to accept the motion.
2. The July 2026 Financial Officers Report was presented and discussed.
Jim Young made a motion to accept the report. Kim Hooper seconded the motion. The motion was open for discussion. The Trustees voted 7 – 0 to accept the motion.
3. Library Director Carla Piperno-Jones presented the August 18, 2026, Director’s Report.
Key items included:
 - a) Carla reviewed the success of this year’s summer reading program. All 7 weeks were well attended. Photos were regularly posted on Facebook and showed the happy participants. The umbrella partnership with the Springport Village government and the lakeside Frontenac venue contributed to the success of each week’s program. She and fellow trustees thanked Sabrina Shepherd for organizing and facilitating the library’s programs for the community. She and Carla have begun to organize fall family programs along with seasonal “make and take” craft projects.
 - b) On September 14, 2026, Carla will be attending the Cayuga County Library Director’s meeting. In lieu of the Springport Free Library’s Board of Trustees goal of updating the library policy manual by the end of 2026, Carla will have an opportunity to find out how other libraries in Cayuga County have been able to “index” their manuals. She described why an added index to the manual would be beneficial and will report her findings to the trustees at our next meeting.
 - c) Carla attended the July FLLS Library Director’s meeting. Topics included new upgrades to the library operating systems and upcoming changes of the members on the FLLS Board of Trustees.
 - d) Carla has been in contact with representatives of the Accessibility Solutions elevator company who have visited the library to examine the current problems of the elevator. Based on their research, they will send Carla an estimate for either changing the elevator locks or to replace the elevator with a new one. Trustee President Jeanne Hardy suggested that a third work estimate to fix the door lock mechanism may also be needed. Carla stated that former trustee member and president Christy Cooper is interested in helping with this

project. Carla will ask Christy to contact Accessibility Solutions to add this third estimate option to their work bid.

Jeanne Hardy made a motion to accept the August 18, 2026, Directors Report. Barb Casper seconded the motion. The motion was open for discussion. The Trustees voted to accept the motion, 7 – 0.

4. The Trustees reviewed the updated edition of the 2026 Internal Control Narrative that was prepared by the Library Bookkeeper, Scott Zippel and the Financial Officer and Trustee, Kim Hooper. The revisions to this document were reviewed and discussed. The Trustees continued to carefully close-read and discuss the entire revised document.

Trustee President Jeanne Hardy made a motion to accept the 2026 Internal Control Narrative. Jim Young seconded the motion. The motion was open for discussion. The Trustees voted to accept the motion, 7 – 0.

The Trustees thanked Kim and Scott for their work in improving this document, based on the suggestions of the trustees and the expertise of the library's bookkeeper, Scott Zippel.

5. Trustee and Financial Officer Kim Hooper reported she and Bookkeeper Scott Zippel met to discuss the trustee's interest in hiring a company to prepare the payroll for library staff. He agreed that it would be advantageous to do so. Kim explained services and costs for each payroll company that were investigated.

Trustee Jim Young made a motion to have Paychex prepare payroll for the staff at the Springport Free Library at a cost of \$61.50 each month, for a total of \$152.50 for the remainder of this year, recognizing that these rates may be subject to change without prior approval. President Jeanne Hardy seconded the motion. The motion was open for discussion. The Trustees voted to accept the motion, 7 – 0.

Kim Hooper will contact Scott Zippel and Paychex to enact this motion.

New Business:

1. Sabrina Shepherd suggested that the library establish a school supply source for students at the library. She has contacted the administration at Union Springs School District to inquire about this possible need. She indicated that she has unused summer programing funds that can be used as start up money for this program. She suggested where the supplies could be located within the library. The trustees discussed the future costs and benefits for this new offering.

Amanda O'Grady made a motion to start a new school supply cabinet at the library using unused summer programing funds to begin with and along with public donations that can be solicited such as through the Union Springs Village Parks and Recreation Facebook page. Jeanne Hardy seconded the motion. The motion was open for discussion. The Trustees voted to accept the motion 7 – 0.

2. Trustee Amanda O'Grady suggested that the library shift to a Net 30 Account through its Amazon Business Account to streamline library transactions into a single invoice each month,

rather than multiple invoices throughout the month. With trustee's approval, Amanda will further investigate this service and will report back to the board at its next meeting.

Trustee President Jeanne Hardy adjourned the regular meeting of the Board of Trustees at 7:23 pm.

Respectfully submitted by Barbara Casper

Recording Secretary