

Seymour Library Board of Trustees

Meeting Date: 19 December 2019

Approval Date: 15 January 2020

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:06 pm on 19 December 2019 by Board President T. Pennington.

Attendance

Present: Marilynn Brown, LuAnne Cenci, Taysie Pennington, Scott Rochette, Linda Sanford, Meg Zimmer, and Mike Boedicker (Director)

Absent: Pat Galinski, David Newman, and Sandeep Singh

Guests: Dennis Annechino (attorney representing Seymour Library), Carol Gravetter (Foundation of the Seymour Library), Patricia Hayles (public), Mary Rich (Sweden), Susan Smith (public)

Public Comments

None.

Q & A with Dennis Annechino

Attorney Dennis Annechino spoke to the Board regarding a number of issues concerning the Library:

- The MOU between the Library and the municipalities is still being discussed, primarily due to questions regarding the role of the Treasurer
- A meeting between the attorneys for the Library and the municipalities is scheduled for 20 December 2019 to discuss the transfer of funds (~\$305,000) from the Foundation of the Seymour Library to the Library, preferably by the end of 2019. Donations can still be made to the Foundation, but direct donations to the Library are allowed.
- The role of the appointed treasurer is still being discussed. Each of the towns should have had a treasurer appointed to oversee Library funds for some time. The current proposal has each of the municipalities rotate the Treasurer on a biannual basis, with the supervisors of the towns of Clarkson and Sweden serving in the role (in conjunction with a CPA firm) starting in 2020 and 2022, respectively, and the treasurer of the Village of Brockport serving in 2026. Potential duties of the Treasurer include oversight of Library accounts, auditing, reporting, reconciliation, and payment of Library bills and expenses (upon Board approval). Payment of the Treasurer has yet to be determined; the current Library budget lacks a line item for this expense.

Q & A with Dennis Annechino (continued)

- There remains a question regarding building insurance. The Library is considered a tenant of the building, which has the Village of Brockport listed in the deed as the primary owner (the towns of Clarkson and Sweden are listed as additional owners). The Board objects to paying for insurance on the building, which we have been doing as the named insured on the policy, as Churchville Agency most likely assumed that Seymour Library owns the building. While the unsigned draft MOU between the Library and the municipalities states that the Library will continue to be responsible for building insurance, the Board would very much like this arrangement to be renegotiated.

Correspondence

None.

Approval of Minutes

M. Brown made a motion (with S. Rochette seconding) to accept the minutes of the 20 November 2019 meeting. The motion passed unanimously.

Director's Report

Director M. Boedicker presented highlights of his report, which include the following:

- An anonymous donor has offered \$3,500 to cover the cost of replacing the pendant lights in the main portion of the Library. Tests will be conducted to determine the efficiency of the proposed LED lighting.
- There is a cracked (outer) window pane in the Children's Room. Two firms have been contacted regarding repairs. L. Cenci made a motion (with S. Rochette seconding) to approve up to \$500 for repair of the window. The motion passed unanimously.
- The blinds in the Duryea Room have been completed. The Children's Room will have blinds installed next. The Board thanks John Rombaut for his efforts.
- The Library spends approximately \$17,000 on insurance. Higher deductible plans reduce the expense, but not by much.
- The old copier and coinbox have been auctioned, with offers of \$82.50 and \$29.00, respectively. L. Cenci made a motion (with M. Brown seconding) to accept the winning auction bids of the copier and coinbox. The motion passed unanimously.
- A man fell in the rest room on 12 December 2019. He was transported by ambulance to the emergency room. Director M. Boedicker called him up on 13 December 2019. The victim

reported being sore but otherwise on the mend. A call was made to Utica National Insurance (the Library's liability insurance provider) and a report was filed.

Director's Report (continued)

- The local Walmart made a \$1,500 grant to the Library, with no specified use of the funds. The Library also received a \$100 donation from Molly and Bradley Mitchell, as well as a \$25 donation from Michelle and Michael Hanley in honor of Dan and Lrona Stinebiser.
- Tim Ryan has been hired as the new Adult Services Librarian starting on 3 January 2020. S. Rochette made a motion (with L. Cenci seconding) to hire Tim Ryan as Adult Services Librarian at an annual salary of \$42,016, starting on 3 January 2020. The motion passed unanimously.

President's Report

None.

Old Business

Standing Committee Updates

Financial

- December bill signers: M. Brown and M. Zimmer
- January 2020 bills will be reviewed online.
- It was noted that the Library used significantly more electricity, and the gas bill from Rochester Gas and Electric was much higher when compared to last month. Director M. Boedicker will contact the companies to determine if energy audits can be performed.
- An updated budget was created due to new hires, an upcoming raise in the New York State minimum wage, and increased insurance costs. There is a budget gap of \$46,578, but a line for held assets was introduced to balance the budget. L. Cenci made a motion (with L. Sanford seconding) to approve the updated budget and to send it to the municipalities for review. The motion passed unanimously.
- It was determined that the Library should establish a reserve fund in 2021. Director M. Boedicker researched a possible source of funding by reducing the Library's operating hours in 2021. Per New York State regulations, the Library must be open at least 40 hours per week; it is currently open 53 hours a week for 10 months of the year (51 during July and August). He introduced five possible scenarios: the least radical would roll back closing times on Friday (5 pm) and Saturday (1 pm), reducing the Library's operations to 50 hours per week all year long. This scenario would yield savings of ~\$17,000 per year. The most radical scenario would have the Library

closed completely on Wednesdays, reducing Library operations to 43 hours per week (41 during July and August). This scenario would yield savings of ~\$64,000 per year. It was noted that when the Library was located on State Street (prior to 1996), it was closed on Wednesdays. No decisions have yet been made.

Approval of Bills and Treasurer's Report

After review, and with a motion from S. Rochette, seconded by L. Cenci, the Treasurer's Report and payment of bills were unanimously approved.

Facilities and Operations

No report.

Feasibility Study

No report.

Local History/Interest Room

No report.

Long Range Planning

A draft of the 2020-2023 Long Range Planning (LRP) report has been submitted to the Board. L. Cenci made a motion (with M. Zimmer seconding) to adapt the LRP draft as written. The motion passed unanimously.

Marketing

No report.

Nominating

- Voting for the Board offices took place:
 - President: Ms. Taysie Pennington
 - Vice-President: Ms. Marilyn Brown
 - Secretary: Dr. Scott Rochette
 - Chief Financial Officer: open

- All positions were unanimously elected. Congratulations and thanks to the new and returning officers.

- The position of Chief Financial Officer will remain open until the Board learns what this position will entail.

- With Sweden Trustee L. Sanford rotating off the Board after this meeting, a new Sweden Trustee will need to be appointed. As of this meeting, no one has been appointed.

Personnel

No report.

Policies

No report.

Foundation

See Q & A with Dennis Annechino section at the beginning of the minutes.

Friends

No report.

Municipal Liaisons

Sweden liaison Mary Rich was defeated in her reelection bid in November 2019; this will be her last meeting in this role. Ms. Rich thanked the Board for their efforts and dedicated service. The Board thanks Mary for her valuable insights and communication to the Sweden Town Board, and wishes her all the best in her future endeavors.

Miscellaneous

Outgoing Sweden Trustee L. Sanford thanked the Board for their dedicated service, their tireless efforts, and their unwavering friendship. The Board thanks Linda profusely for her ten years of continuous service, including stints as Vice President and President of the Board. The Board wishes her all the best in her future endeavors, and hopes to see her around the Library as a Friend and a patron.

New Business

None.

Executive Session

None.

Adjournment

At 8:41 pm, L. Cenci made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 15 January 2020, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.