

Seymour Library Board of Trustees

Date: 15 January 2020

Approval Date: 19 February 2020

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 15 January 2020 by Board President T. Pennington.

Attendance

Present: Marilynn Brown, LuAnne Cenci, Pat Galinski, Taysie Pennington, Mary Rich (new Brockport Trustee), Scott Rochette, Mary Squires (new Sweden Trustee), and Meg Zimmer

Absent: Mike Boedicker (Director), and Sandeep Singh

Guests: Jim Bell (attorney representing Town of Sweden), Patricia Hayles (Sweden liaison), Jackie Smith (Monroe County Legislature, 2nd District), Susan Smith (public)

Public Comments

Jackie Smith introduced herself as the representative for the 2nd District of the Monroe County Legislature. The Board congratulates her on her new position and thanks her for her prior service as the Clarkson liaison.

Correspondence

Trustee David Newman submitted his resignation from the Board effective 22 December 2019. Mary Rich will be serving as the Trustee from the Village of Brockport in his stead. In addition, M. Squires is replacing outgoing Sweden Trustee Linda Sanford.

Approval of Minutes

L. Cenci made a motion (with M. Zimmer seconding) to accept the minutes of the 19 December 2019 meeting. The motion passed nearly unanimously, with M. Rich and M. Squires abstaining.

Director's Report

- President T. Pennington presented highlights of Director M. Boedicker's report. See the Facilities and Operations Committee section for details.
- A question was raised regarding programs, specifically how programs are quantified. It will be forwarded to the Director.

President's Report

Several matters were covered by President T. Pennington:

- Committee Assignments
 - Facilities and Operations: Chair L. Cenci, M. Brown, S. Singh, and staff member S. Blando (Strategic Area #3 falls under the purview of this committee)
 - Feasibility: disbanded (although a MOU Committee may be formed)
 - Financial: Chair TBD, M. Brown, S. Singh, M. Squires, M. Zimmer, and staff member N. Powell (Strategic Area #1 falls under the purview of this committee)
 - History Room (subcommittee of Marketing): L. Cenci, P. Galinski, T. Pennington, and staff member T. Ryan
 - Long Range Planning: dormant
 - Marketing: Chair P. Galinski, M. Rich, and M. Zimmer (Strategic Area #2 falls under the purview of this committee)
 - Nominating: Chair M. Zimmer, P. Galinski, S. Singh
 - Personnel: Chair M. Brown, L. Cenci, M. Rich
 - Policies: Chair M. Rich, M. Brown, M. Squires
 - Foundation Representative: M. Rich
 - Friends Representative: P. Galinski

- There will be a meeting regarding the Memorandum of Understanding (MOU) between representatives of the Library and the municipalities on 20 January 2020 from 2:00 to 3:30 pm in the Ellwanger Room. There are still questions regarding operations, the role and duties of the Treasurer and the costs associated with the position, as well as a detailed plan regarding capital projects and urgent issues. Representing the Library at the meeting will be Director M. Boedicker, Board President T. Pennington, and Trustees M. Zimmer and (possibly) M. Squires.

- Regarding communications between the Library and the municipalities: liaisons would still be welcomed, but only the Town of Sweden has elected to provide one. An appropriate Trustee will attend Brockport and Clarkson board meetings monthly, and provide a brief written and/or oral report to the Board.

- The Library is currently providing liability coverage for the Trustees. The Board believes that the Library should be responsible for insuring the contents of the building (analogous to renter's insurance), while the municipalities should be responsible for insuring the building and the grounds, as owners of the property.

Old Business

Standing Committee Updates

Financial

- January bill signers: M. Brown and M. Zimmer
- February 2020 bill signers: M. Squires and M. Zimmer
- Current reserves account details (all at KeyBank):
 - CD #1: \$30,079 (capital account from Citizens Bank)
 - CD #2: \$25,033.71 (transfer from Citizens Bank CD)
 - Checking: \$610 (\$250 along with deposits from Brown Trust)
 - Savings: \$151,129.86 (includes \$100,000 transfer from Foundation, \$8,000 from Garlock Trust, and capital account transfer from Citizens Bank)
 - Grand total: \$206,852.57
- Four utility expenses for 2018 and 2019 were examined for trends. Not surprisingly, 2019 expenses were higher than those from 2018. Specifically:
 - Electricity: 3% increase
 - Gas: 5.7% increase
 - Phone: 15% increase
 - Trash: 17% increase
- On a related note, HVAC expenses increased 84% over the same time period (\$3,684 in 2018 vs. \$23,409.66 in 2019).
- Our deficit for 2019 is expected to be at or close to zero. This would make the deficit trend for the past three years \$4,714, \$1,207, and (hopefully) \$0. An influx of capital from the two Garlock trusts (\$52,193.97) increased our asset total, along with savings in salary and insurance due to staffing changes. We are waiting to see if there are any final 2019 bills before arriving at a final deficit balance. Projected deficits for 2021 and forward will need to be adjusted.
- For the 2020 budget it is expected that the municipalities will assume capital expenses for the Library, large projects that would normally spend down reserves funding. It was estimated that unbudgeted large projects would cost between \$40,000 and \$70,000. Additional savings that allowed us to deduct from the contracted expenses line were \$7,500 for HVAC and \$550 for sprinkler system maintenance. Additional savings from that budget section were about \$1,400 from the Green Spark solar project and a \$3,900 decrease in programming costs.

Financial (continued)

- Contracted expenses in 2020 were originally budgeted at \$149,289.40. The increase was due to changes in staffing and benefits, as well as an increase in the New York State minimum wage. The aforementioned savings (\$13,350) reduced the 2020 contracted expenses to \$135,939.40.
- The Foundation has transferred \$100,000 cash to the Library's reserves account. The two annuities held by the Foundation were liquidated and a check for \$97,999.90 issued to the Library. This is currently in the Library safe; no further deposits are being made until interest amounts for the total are calculated and a final transfer amount is determined. In addition, further insurance on additional deposits in the reserves account is being researched at Key Bank. Dates of transfer information is being gathered.
- The final balanced 2020 budget has been submitted.

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

- Energy usage (electric and gas) has increased over the past few years. There are no clear reasons for the increases, so an energy audit would be prudent. There are two options for energy audits. National Grid offers a free energy audit for small businesses, but it only covers electricity usage. RG&E does not offer such services, but they recommend using the services of the New York State Energy Research and Development Authority (NYSERDA). This audit will cover both electricity and gas usages, but there is an unknown cost associated with the service (TBD when the audit is applied for).
- HVAC updates:
 - In November, the board approved \$2,000 for new gasket kits for the three boilers (supplies that should be replaced annually but apparently haven't been for much or all of the five years we've had the boilers). Wolf Mechanical did the job for \$1090, but in the process discovered other needed parts (new igniters and flame rods). Total cost for the new work is \$940. Director M. Boedicker approved this since it's necessary and the total cost of all Wolf work is only \$30 more than board originally approved.

Facilities and Operations (continued)

- A final bill of \$737.50 came from Leo Roth Corp. for the fourth and final installment of our service contract (begun early last year before Director M. Boedicker arrived). After notifying them that the bill was received and would be paid, Director M. Boedicker cancelled the contract (which would have automatically renewed) since the municipalities are supposed to cover HVAC expenses under the new MOU.
- LED pendant lighting update: Upstate LED will come in soon to test bulbs (in one pendant) that are 100% brighter than our existing fixtures. Since the bulbs are special order, they must charge us for them (\$160), but they've agreed to waive the normal \$250 service charge since a previous test didn't work.
- Director M. Boedicker ordered a replacement window -- costing just shy of the \$500 previously approved by the board -- from Anderson for the cracked window in the Children's Room (the outside pane of the double-pane window was cracked); it arrived, and John Rombaut and his grandson installed it on 1/13. The Board expresses its sincere thanks to them for their services.
- New blinds for the remainder of the library will be selected and ordered by the end of January; they have already been replaced in the Duryea Room.

Long Range Planning

No report.

Marketing

A Committee member met with members of the costume design department at the College at Brockport to collaborate on a design of the mascot costume (Seymour the Dragon). This will be assigned as a class project, and it's expected to be ready for the 2020 Summer Reading Kickoff.

Nominating

No report.

Personnel

No report.

Policies

No report.

Foundation

A meeting regarding the 2020 After Hours program took place on 9 January 2020. The theme will be the Roaring 20s, and will take place on Saturday, 2 May 2020.

Friends

No report.

Municipal Liaisons

Sweden liaison Patty Hayles asked for the specific dates of the transfers of \$250,000 between the Library and the Foundation. In addition, there was a question regarding the recipient of the interest earnings: will they go to the Library, or to the municipalities to be applied to Library expenses?

New Business

None.

Executive Session

None.

Adjournment

At 8:43 pm, L. Cenci made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 19 February 2020, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.