

Seymour Library Board of Trustees

Meeting Date: 19 February 2020

Approval Date: 15 April 2020

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 19 February 2020 by Board President T. Pennington.

Attendance

Present: Marilynn Brown, Pat Galinski, Taysie Pennington, Mary Rich, Scott Rochette, Sandeep Singh, Mary Squires, Meg Zimmer, and Mike Boedicker (Director)

Absent: None

Guests: Annie Crane (Brockport liaison), Patricia Hayles (Sweden liaison), Nancy Powell (staff), Susan Smith (public), and Brenda Rooks (Yaeger Treviso & Associates)

Public Comments

None.

Correspondence

The After Hours committee is asking the Board for donations to create a basket for the After Hours event in May. P. Galinski, M. Rich, and M. Squires will collect donations and prepare the basket.

The Board has received resignations from LuAnne Cenci (effective 16 January 2020), Meg Zimmer (effective 20 February 2020), and Sandeep Singh (effective 29 February 2020). The Board thanks each of them for their generous contributions of time, efforts, and talents. There are or will be openings for one Brockport and two Sweden representatives; as of this writing there are potential parties interested in serving as Trustees.

Approval of Minutes

P. Galinski made a motion (with M. Brown seconding) to accept the minutes of the 15 January 2020 meeting. The motion passed unanimously.

M. Squires made a motion (with P. Galinski seconding) to accept the minutes of the 1 February 2020 special meeting. The motion passed nearly unanimously, with S. Singh abstaining due to his absence at the meeting.

Director's Report

- Director M. Boedicker provided a tour of the Library facilities to M. Rich and M. Squires, the two newest Trustees.
- A patron slipped and fell on the front walkway on the evening of 6 February 2020. The staff filled out an incident report, and Director M. Boedicker filed a report with insurance carrier Utica National.
- The American flag in front of the Library is in need of repair. This will require a cherry picker, which means the repair will be contingent upon favorable weather and availability of appropriate Public Works personnel.

President's Report

- Jackie Smith has nominated John Rombaut for Clarkson Citizen of the Month for his unflinching commitment to effecting installations and repairs around the Library at no charge.
- Liaisons from the Town and Village boards are welcomed. At present, Clarkson is choosing not to send a liaison to Board meetings. Brockport and Sweden are sending liaisons. In addition, the Town and Village boards are requesting Library Board representation at their meetings on a regular basis. It would be beneficial for Trustees to develop a rotation for attendance.
- The MOU has been turned over to the lawyers. The Board has concerns about this, as it prevents further communications between the Board and the municipalities, and also incurs further legal fees that the Library can ill afford. A discussion ensued regarding the possibility of having further meetings between the Library Board and the municipalities to finalize the MOU before sending it to the lawyers to transform it into a legal document. President T. Pennington will draft a letter to send to the municipalities to settle the matter first without attorney participation.
- Evaluation of Director M. Boedicker will be coming due shortly. Board members and Library staff will be completing this task.
- Committee assignments have been updated to reflect the recent influx and outflux of Board members:
 - Facilities/Operations: open (chair), P. Galinski, open, S. Blando (staff)
 - Financial: open (chair), M. Brown, M. Squires, N. Powell (staff)
 - Local History Room: T. Pennington (chair), open x 2, T. Ryan (staff)
 - Marketing: P. Galinski (chair), M. Rich, open
 - Nominating: S. Rochette (chair), open x 2
 - Personnel: M. Brown (chair), M. Rich, open
 - Policy: M. Rich (chair), P. Galinski, M. Squires

Old Business

Standing Committee Updates

Financial

- February bill signers: M. Squires and M. Zimmer
- March bill signers: M. Brown and M. Squires
- Disbursements from the towns of Clarkson and Sweden have been received. The disbursement from the Village of Brockport is expected in June.
- Clarkson Supervisor Christa Filipowicz is now Treasurer and signatory on all Library accounts. Someone will need to serve as a liaison to her.
- It has been suggested that a second signatory be established in case of the Treasurer's unavailability. Consultation of the *Handbook for Library Trustees of New York State* (2018 Edition) reveals that the Board may appoint an assistant Treasurer. It also refers to two Board members being designated as check signers unless the Trustees are recipients of any such checks.
- Regarding transfers from the Foundation:
 - A \$100,000.00 check was deposited into the reserves account at Key Bank;
 - \$97,999.90 was deposited into the grants account at Five Star Bank, and should eventually be transferred into the Key Bank reserves account;
 - CDs (\$102,000) have yet to be transferred from the Foundation to the Library. This will be the purview of Treasurer C. Filipowicz, who will work with L. Cenci (Foundation) to complete this transfer. The Trustees have asked Patricia Hayles regarding the remaining interest on the CDs, and about the party computing said interest.
- Outgoing Trustee M. Zimmer has transferred the financial flash drive to Trustee M. Squires for safe keeping.
- A Q&A session was held with Ms. Brenda Rooks, a CPA with Yaeger Treviso & Associates regarding necessary accounting procedures for the Library. The Board thanks Ms. Rooks for her time and effort in answering our questions.
- It has been established that the cost of the Treasurer's and CPA services for 2020 will be split four ways between the municipalities and the Library (Library's 2020 share will be \$2,900). At the moment it is believed that in the future the Library will be expected to bear the entire cost of these services. It is anticipated that this arrangement will be examined and negotiated before the MOU is finalized.

Financial (continued)

- M. Squires made a motion (with S. Rochette seconding) to approve the hiring of Yaeger Treviso & Associates for the consulting services as proposed for the year 2020 contingent upon the agreement from the municipalities that the library's share will not exceed 25% (no higher than \$2,900). The motion passed with a 5-3 vote (voting yea: Trustees M. Brown, P. Galinski, T. Pennington, S. Rochette, and M. Squires; voting nay: Trustees M. Rich, S. Singh, and M. Zimmer).
- Transfers to cover payroll are frequent. Director M. Boedicker has been making these transfers. Treasurer C. Filipowicz agrees that the Director should continue doing this. It has been suggested that the Treasurer provide some kind of written authorization for the Director do make these transfers.

Approval of Bills and Treasurer's Report

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

Facilities and Operations

- An energy audit by the New York Energy Study Program can be performed for a \$100 cost share to the Library. M. Rich made a motion (with S. Singh seconding) to pay \$100 to NYSERDA for an energy audit. The motion passed unanimously.
- Director M. Boedicker met with freelance web designer Megan Hendershot about revamping the Library's website. The cost is estimated to be \$2,000-3,000. There is bullet aid money (earmarked for technology) available, and should be able to cover this cost.

Marketing

- The Committee met on 11 February 2020. They reviewed various statements to ensure the Library is on message regarding the long-range plan. They also discussed ways to strengthen community collaborations.
- The Seymour the Dragon costume is being prepared.
- The Library website will be updated (see Facilities and Operations).

Nominating

No report.

Personnel

No report.

Policies

No report.

Foundation

The After Hours event planning is progressing.

Friends

- The April Book Sale will take place on 22-25 April 2020.
- An updated pamphlet has been prepared.
- Upstate Recycling donates some of their proceeds to the Friends.

Municipal Liaisons

- Sweden liaison P. Hayles has asked Board members representing the town of Sweden to attend Town Board meetings on a quarterly basis.
- Brockport liaison A. Crane has asked Board members representing the village of Brockport to attend Village Board meetings on the third Monday of the month.

New Business

None.

Executive Session

None.

Adjournment

At 8:49 pm, S. Rochette made a motion (with M. Rich seconding) to adjourn. The motion passed unanimously.

Next meeting: 18 March 2020, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.