

Seymour Library Board of Trustees

Meeting Date: 17 June 2020

Approval Date: July 15, 2020

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:06 pm on 17 June 2020 by Board Treasurer B. LoBracco.

Attendance

Present: Marilynn Brown, Pat Galinski, Bernie LoBracco, Mary Rich, Scott Rochette, Mark Scheda, Kristen Sharpe, Mary Squires, and Mike Boedicker (Director)

Absent: Taysie Pennington

Guests: Annie Crane (Brockport liaison) and Brenda Rooks (Yeager-Treviso CPA)

Public Comments

None.

Approval of Minutes

B. LoBracco made a motion (with P. Galinski seconding) to accept the minutes of the 20 May 2020 meeting (conducted via Zoom). The motion passed unanimously.

President's Report

A revised MOU has been sent to the municipalities; we are awaiting feedback.

Director's Report

- Potential reopening as early as 26 June 2020, but more likely sometime in July, either as a partial or full reopening. The HVAC repairs would need to be completed before reopening (see Facilities and Operations section). Curbside pickup of materials has started, and has been well-received. The bookdrops are open on a limited basis, and returned materials are quarantined for 72 hours; the bookdrops will be open constantly no later than 29 June. The Library router will be turned on as of 29 June. Other MCLS libraries plan to (at least) partially reopen within the next few weeks.
- A one-year MCLS Document of Understanding has been submitted for Board review, and will be discussed at our July meeting.
- The final report regarding the Study Room construction is due on 30 June 2020. The project came in under budget (by roughly 10K). The remaining monies can be spent on other authorized projects (e.g., LED lighting, phone system), and needs to be spent by 30 June

2020. HVAC repairs would not be authorized. Estimates for both projects have been obtained. New phone hardware is desperately needed.

Director's Report (continued)

- M. Squires made a motion (with P. Galinski seconding) to authorize Director M. Boedicker to spend up to \$6,200 on the purchase of a new phone system, contingent upon its qualifying as an authorized expense under the Library Aid grant. K. Sharpe moved to amend the motion (with M. Scheda seconding) to be subject to the research of finding at least two quotes that meet Library financial policy. The amended motion passed unanimously.
- M. Squires made a motion (with P. Galinski seconding) to authorize Director M. Boedicker to spend up to \$5,500 on the purchase of new LED lighting from National Grid, contingent upon its qualifying as an authorized expense under the Library Aid grant, and subject to meeting Library financial policy. The motion passed nearly unanimously, with M. Brown opposing the motion.

Old Business

Standing Committee Updates

Financial

- June bill signers: P. Galinski and B. LoBracco
- July bill signers: M. Brown and B. LoBracco
- Brenda Rooks (Yeager-Treviso) provided highlights of the financial reports. Some expenses (e.g., utilities) have been reduced as a result of the Library building being closed due to COVID-19. Payroll expenses have been reduced as well, despite the staff being paid as normal. Run rates have been requested, and will be provided.
- There was discussion of postponing the proposed audit until next year (for the 2020 year). M. Squires made a motion (with M. Rich seconding) to schedule an audit for fiscal year 2020 sometime in 2021 in order to meet regulatory requirements. The motion passed unanimously.
- The Committee has requested that Brenda Rooks attend a Financial Committee meeting in the future. She has agreed to donate her time for this.
- Patty Hayles (Sweden liaison) has told the Board that it would be nearly impossible for the municipalities to purchase insurance on the Library's behalf.
- Christa Filipowicz (Clarkson supervisor) has requested an analysis of library savings due to the COVID-19 pandemic. Clarkson intends to reduce their contribution to the 2021 Fiscal Year budget on a proportional basis. The Board counters that the

pandemic will likely wind up costing the Library money as a result, and suggests that the Board provide the municipalities with an analysis of savings and lost revenue. A response will be drafted and sent to the municipalities.

Approval of Bills and Treasurer's Report

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

Facilities and Operations

- HVAC damper reopening will need to be done for improved airflow and health concerns (to prevent the spread of COVID-19). This work (performed by Wolf Mechanical) will cost at least \$3,500, and perhaps as much as \$7,100. (see Director's Report)
- M. Scheda made a motion (with K. Sharpe seconding) to authorize Director M. Boedicker to spend up to \$7,100 for emergency repairs on the HVAC system by Wolf Mechanical to provide for the safety of employees and patrons. The motion passed unanimously.
- Free-standing Plexiglass partitioning (around \$700 for supplies) has been ordered. Luan partitions will be installed between computers by John Rombaut.

Marketing

No report.

Nominating

No report.

Personnel

No report.

Policies

The Committee met and discussed several policy drafts.

Foundation

The Foundation met briefly. The 2020 After Hours program has been cancelled.

Friends

No report.

Municipal Liaisons

Brockport liaison A. Crane noted that Margay Blackman (Brockport mayor) forwarded the MOU to the Board.

New Business

None.

Executive Session

None.

Adjournment

At 9:39 pm, S. Rochette made a motion (with K. Sharpe seconding) to adjourn. The motion passed unanimously.

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

Minutes respectfully submitted by S. M. Rochette.