

Seymour Library Board of Trustees

Meeting Date: 15 July 2020

Approval Date: 19 August 2020

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:05 pm on 15 July 2020 by Board President T. Pennington.

Attendance

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

Absent: none

Guests: Annie Crane (Brockport liaison) and Patty Hayles (Sweden liaison)

Public Comments

None.

Approval of Minutes

M. Squires made a motion (with M. Brown seconding) to accept the minutes of the 17 June 2020 meeting (conducted via Zoom). The motion passed unanimously.

Correspondence

Clarkson supervisor Christa Filipowicz sent an email to M. Brown just prior to the meeting. It will be forwarded to the rest of the Board for reflection and response.

President's Report

A revised MOU has been sent to the municipalities; we are awaiting feedback from Clarkson. Brockport made no significant revisions, and while their Board has not heard from their lawyer, they do not anticipate any issues. Sweden has responded and sent the draft to the Board for review. Sweden liaison Patty Hayles responded to Board questions and suggestions. Trustee M. Scheda will make very minor adjustments to the document based on Sweden's feedback. M. Brown and T. Pennington will contact Clarkson Supervisor Christa Filipowicz to follow up on the MOU.

Director's Report

The Library is planning for a 20 July 2020 reopening to the public. M. Rich made a motion (with S. Rochette seconding) to reopen the library to the public on 20 July 2020, operating Monday through Friday, in accordance with the reopening plan devised by the Director. Discussion of multiple points followed (see below). The motion passed unanimously.

- A significant issue is dealing with patrons without masks. Children under two will be required to be accompanied by their caregivers, and those who are medically unable to tolerate wearing a mask will be offered a less restrictive face shield. For those who are unable or unwilling to wear the shield, the ADA's required reasonable accommodation is curbside pickup (during operating hours on Tuesdays and Thursdays). Current policy regarding code of conduct will cover any non-compliance by patrons, and the authorities will be notified if patrons cause problems. The Director will address any issues when he is present, and staff when he is not. There is anecdotal evidence that shows this has been a problem at other libraries.
- Another potential issue is restrooms. They must be available for use during operating hours, and they are cleaned daily. Problems are addressed by the staff on a timely basis when they arise. The bathrooms will be limited to one person at a time, 'enforced' with signage. One of the men's room urinals will be blocked off, and one of the ladies' room stalls will be blocked off. The drinking fountains will be turned off.
- Allowable time frame: up to 30 minutes, which will be posted via signage.
- The Library will provide masks to patrons without them. Staff will be trained to report to the Director or the Librarian-in-charge, who will address the patron and offer a mask (or face shield).

Old Business

Standing Committee Updates

Financial

- July bill signers: M. Brown and B. LoBracco
- August bill signers: B. LoBracco and M. Scheda
- The Committee has started the budget planning process. 70% of the budget is due to salaries and benefits, with the remainder going to operations, materials, etc. It is likely that Sweden's contribution will be cut by 20% (as part of a 20% across-the-board cut). Clarkson's allocation will likely be decreased by an amount/rate TBD; Brockport's allocation will not be made until next year, as their fiscal year starts on 1 July. The Library will likely need to reduce hours. In order to have a budget to present to the municipalities in September, it will need to be ready by the August meeting. Several different contingency budget will be prepared.

Financial (continued)

- Sweden liaison Patty Hayles provided an update with regard to the Foundation transfer. The Foundation will be asked to return \$4,207.63 to the Library via resolutions approved by the Board and the three municipalities. There is an additional \$35,000 that was earned by the Foundation, and it has been suggested that those funds should also be donated to the Library for use toward HVAC expenses or other Library expenses.
- Clarkson supervisor Christa Filipowicz has inquired of the Town's insurance agency (Hoffman Hanafin & Associates LLC) about covering the library under the Town's policy and reimbursing them in lieu of purchasing insurance separately. The estimate is about \$5,000 per year, which is significantly less than what the Library is paying currently. The Committee will compare the current and proposed policies to ensure that the coverage would be at least comparable, if not identical.

Approval of Bills and Treasurer's Report

After review, and with a motion from B. LoBracco, seconded by M. Brown, the Treasurer's Report and payment of bills were unanimously approved.

Facilities and Operations

- Committee met to determine future projects, which include telephone system replacement and pendant light replacement (12 total). The Committee suggests a test of one bulb before going forward (cost is \$274-\$307). M. Scheda made a motion (with M. Squires seconding) to purchase a single bulb for a test before committing to full replacement. The motion passed unanimously.
- There are 170 fluorescent tubes in the library. The Committee is considering replacing them with LEDs, and will perform a cost-benefit analysis before moving forward.
- Wolf Mechanical has opened the HVAC dampers to improve airflow (and mitigate against COVID-19), and fixed the fan unit issue. Three actuators were replaced, while a fourth actuator, two freeze protection stats, and two humidistats will be installed upon arrival. None of this work exceeded the quoted price, for which the Board is beyond grateful, as completion of this work was necessary to ensure a safe reopening environment for patrons and staff.

Marketing

No report.

Nominating

No report.

Personnel

No report.

Policies

Director M. Boedicker has prepared a spreadsheet outlining the statuses of outstanding policies (there are several). They will need to be reviewed by the Committee before they go forward for Board review.

Foundation

No report.

Friends

No report.

Municipal Liaisons

No report.

New Business

None.

Executive Session

None.

Adjournment

At 8:26 pm, S. Rochette made a motion (with M. Scheda seconding) to adjourn. The motion passed unanimously.

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

Minutes respectfully submitted by S. M. Rochette.