Seymour Library Board of Trustees

# Date: 16 September 2020

## Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:02 pm on 16 September 2020 by Board President T. Pennington.

## Attendance

Present: Marilynn Brown, Pat Galinski, Bernie LoBracco, Taysie Pennington, Mary Rich, Scott Rochette, Mark Scheda, Kristen Sharpe, and Sally Snow (Interim Director)

Absent: Sweden trustee (M. Squires resigned prior to this meeting)

Guests: Natalie Burch (staff) and Brenda Rooks (Yaeger, Traviso & Associates)

**Public Comments**

None.

## Approval of Minutes

## M. Rich made a motion (with B. LoBrocco seconding) to accept the minutes of the 19 August 2020 meeting (conducted via Zoom). The motion passed unanimously.

## K. Sharpe made a motion (with M. Rich seconding) to accept the minutes of the 3 September 2020 special meeting regarding the budget and the search for a new Library director (conducted via Zoom). The motion passed unanimously.

## Correspondence

* We received a letter from the Foundation regarding the transfer of $4,207.67, completing the transfer of funds back to the Library.
* We received a letter from Deb Cody regarding her resignation from several Library roles.

**President’s Report**

* Brockport, Sweden, and the Library have approved the revised MOU. We are still awaiting a response from Clarkson.
* We have hired Sally Snow as Interim Director; the Board welcomes her and looks forward to working with her. 28 letters have been sent out inviting applications for the permanent position of Library Director; to date, we have received two resumes and 17 declines.

**President’s Report (continued)**

* Seven staff members have resigned, including the Director. It has been difficult to maintain adequate staffing levels for our open hours without using substitutes. There will be no new permanent hires (outside of the Library Director) until a permanent Director has been named.
* The MCLS Document of Understanding (a one-year interim agreement) will need to be submitted to MCLS by 30 September 2020. It is similar to the last DoU, with a 1.5% increase in the cost share. A motion and vote on this matter will likely need to be conducted via email.

**Director’s Report**

* Interim Director S. Snow introduced herself to the Board.
* Interim Director S. Snow intends to speak to the staff to determine the appropriate operating hours given the current staffing levels and budgetary concerns. She will likely be in the library on Thursday and Friday of this week.

## Old Business

## Standing Committee Updates

 **Financial**

* September bill signers: B. LoBracco and K. Sharpe
* October bill signers: M. Brown and B. LoBracco
* The Study Room project came under budget. We are eligible to receive $10,000 from New York state toward that can be applied to certain projects (e.g., telephone system), but the Library would need to ‘raise’ the same amount in matching funds. Fortunately, the deadline has been extended to 30 June 2021.
* The 990 Tax Return will need to be filed by 15 November 2020.
* Budget presentations to the municipalities are forthcoming. We are currently waiting to hear about municipality allocations from Clarkson and Sweden; there will likely be a reduction in funding provided by the municipalities. There are two scenarios, based on either flat allocations or a 10% reduction from each municipality: 44 operating hours (vs. 53--17% fewer hours), and 40 operating hours (25% fewer hours). The budget scenarios eliminate all e-content; the trustees and Interim Director have argued that e-content be reinstated, given the current pandemic. The majority of the Board suggests that we ask the municipalities for a short extension to allow for more information regarding the allocation from the municipalities (Clarkson and Sweden will be making their budget presentations on 22 September 2020).

 **Financial (continued)**

* A check for $4207.67 from the Seymour Library Foundation will be deposited into the Five Star account. This completes the transfer of funds from the Foundation to the Library.
* Data are being collected to prepare for the audit. Further preparations will take place upon the finalization of the Library budget.

##  Approval of Bills and Treasurer’s Report

After review, and with a motion from K. Sharpe, seconded by B. LoBracco, the Treasurer’s Report and payment of bills were unanimously approved.

 **Facilities and Operations**

* One of the pendant fixtures have been permanently replaced and appears to be significantly brighter. The cost of replacing the other pendant lamp bulbs would be around $2,800, for which there is a willing donor. Board President T. Pennington will reach out to the donor to confirm and clarify the offer.
* A short discussion regarding replacement of the telephone system took place.

 **Marketing**

 No report.

 **Nominating**

The Nominating Committee met, and potential officers have been approached. A slate of officers will be presented in October, with voting taking place in November. A new Board President will need to be selected, as T. Pennington will be stepping down at the end of 2020.

**Personnel**

##  No report.

##  Policies

* Several financial policies need to be reviewed and finalized: Credit Card, Capitalization, and Fixed Assets/Depreciation Schedules.
* The Record Retention policy will need to be reviewed and finalized.

**Foundation**

A meeting of the Foundation took place on 14 September 2020. After Hours will be suspended for the foreseeable future. They are investigating alternate ways of raising funds. They will also be looking into a commemorative gift for Deb Cody.

**Friends**

The Friends will be meeting on Monday, 21 September 2020.

**Municipal Liaisons**

No report.

## Executive Session

## None.

**New Business**

## None.

## Adjournment

At 8:57 pm, S. Rochette made a motion (with B. LoBracco seconding) to adjourn. The motion passed unanimously.

Next meeting: 21 October 2020, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.