

Seymour Library Board of Trustees

Date: 18 November 2020

Approved: 16, December 2020

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:03 pm on 18 November 2020 by Board President T. Pennington.

Attendance

Present: Marilyn Brown, Pat Galinski, Bernie LoBracco, Scott Maar (new Sweden trustee), Mary Rich, Scott Rochette, Mark Scheda, Kristen Sharpe, and Sally Snow (Interim Library Director)

Absent: Annie Crane (Brockport liaison)

Guests: Jennifer Caccavale (Incoming Library Director), Patty Hayles (Sweden liaison), and Brenda Rooks (Yaeger, Travis & Associates)

Public Comments

None.

Approval of Minutes

- K. Sharpe made a motion (with M. Brown seconding) to accept the minutes of the 21 October 2020 meeting (conducted via Zoom). The motion passed unanimously, with new Sweden Trustee S. Maar abstaining.
- K. Sharpe made a motion (with M. Rich seconding) to accept the minutes of the 2 November 2020 special meeting. The motion passed unanimously, with new Sweden Trustee S. Maar abstaining.
- M. Rich made a motion (with M. Brown seconding) to accept the minutes of the 6 November 2020 online meeting. The motion passed unanimously, with new Sweden Trustee S. Maar abstaining.

Correspondence

None.

President's Report

- We welcomed new Sweden Trustee Scott Maar to the Board, who replaced former Trustee M. Squires. He will serve on the Financial and Policy committees.
- M. Rich made a motion (with B. LoBracco seconding) to approve the appointment of Jennifer Caccavale as Library Director. The motion passed unanimously, with new Sweden Trustee S.

Maar abstaining. She will start on 7 December 2020, with Interim Library Director Sally Snow remaining at the Library no later than 16 December 2020.

President's Report (continued)

- The MOU was approved by the three municipalities and has been sent to the Board for review. There are some potential sticking points that the Board would like to have addressed before being approved. The Board plans to make some minor revisions to the MOU before voting to approve it, after which it will need to go back to the municipalities for approval of the revised MOU.
- The 2021 Board meeting schedule has been proposed. Due to the September meeting falling on Yom Kippur, it has been suggested that the 15 September 2021 meeting be moved to 22 September 2021. M. Rich made a motion (with P. Galinski seconding) to approve the revised schedule. The motion passed unanimously.
- The 2021 Library holiday closing schedule has been proposed. Incoming Library Director J. Caccavale proposed minor changes to the schedule. As such, the revised schedule will be proposed and reviewed during the December meeting.

Director's Report

- A 63-page report from Documentary Heritage and Preservation Services for New York (DHPSNY) has arrived, regarding the storage of historical materials. Interim Library Director S. Snow will look for an executive summary.
- Trustees will need to undergo sexual harassment training once again, as it needs to be renewed annually. Some Trustees have not received the email notice from J. J. Keller & Associates, Inc., the company providing the training.
- E rate funding for upgrading and increasing wireless access points is being obtained through MCLS. The additional access point would be for the parking lot to provide Internet access for patrons outside of normal Library operating hours, a crucial service during the pandemic.
- COVID update: an action plan outlining available Library services for different scenarios (yellow, orange, red) has been proposed.
- One of the two library pages has resigned. Librarians will hire a new one. The pages will work six or eight hours per week.

Old Business

Standing Committee Updates

Financial

- November bill signers: B. LoBracco and K. Sharpe
- December bill signers: B. LoBracco and M. Rich
- The 27 October 2020 budget presentation to the Town of Sweden was well received. A meeting with the Town of Clarkson will need to be scheduled.
- New budget projections based upon a 44-hour operating week have been created, and the new deficit will be between \$40,000 and \$80,000 (arising from personnel costs), higher than previously projected. However, the Library will be \$44,000 under budget this year, due to reduced operating hours as a result of the pandemic.
- The 2020 audit will need to be scheduled, but some issues still need to be addressed.

Approval of Bills and Treasurer's Report

After review, and with a motion from M. Scheda, seconded by P. Galinski, the Treasurer's Report and payment of bills were unanimously approved.

Facilities and Operations

- Measurements of the pendant lighting intensity has been requested by the benefactor. M. Scheda will reach out to him to set something up.
- A short discussion regarding replacement of the telephone system took place. Estimates from three companies are being sought.
- There were boiler issues, but seem to have been resolved, although the main library is somewhat cold while the back area (staff offices and work spaces) are warm. Wolf Mechanical is our current maintenance provider.

Marketing

A supplemental annual report will be created, which will highlight achievements and challenges not necessarily included in state report, as well as goals for 2021. It will be completed by December 2020, and sent to the municipalities afterward.

Nominating

- The 2021 slate of Officers was voted on during the meeting:
 - President: B. LoBracco
 - Vice-President: M. Brown
 - Secretary: S. Rochette
- All positions received unanimous votes. M. Scheda made a motion (with M. Rich seconding) to accept the slate of nominees. The motion passed unanimously. Congratulations and thank you to our 2021 Officers!

Personnel

See executive session.

Policies

The Committee reviewed the list of policies to be completed/approved by year's end:

- Conflict of Interest
- Programming
- Disposal of Library Property
- Credit Card
- e-reader
- Financial

Foundation

No report.

Friends

The Friends met and continued to discuss ways to assist the Library and community during the pandemic.

Municipal Liaisons

- P. Hayles would like an explanation from B. LoBracco regarding the revised 2021 budget deficit projection.
- There will be a meeting with Leisa Strabel, and B. LoBracco, and Sweden Trustees to discuss various financial matters.

- P. Hayles asked about the timeline regarding the completion of the detailed emergency plan needing to be submitted to NYS. It is likely due by the end of the year or early 2021.

Executive Session

At 8:43 pm, S. Rochette made a motion (with M. Brown seconding) to go into Executive Session to discuss a personnel matter.

At 9:00 pm S. Rochette made a motion (with M. Brown seconding) to come out of Executive Session.

New Business

None.

Adjournment

At 9:02 pm, S. Rochette made a motion (with M. Scheda seconding) to adjourn. The motion passed unanimously.

Next meeting: 16 December 2020, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.