

Seymour Library Board of Trustees

Date: 16 December 2020

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:06 pm on 16 December 2020 by Board President T. Pennington.

Attendance

Present: Marilyn Brown, Pat Galinski, Bernie LoBracco, Scott Maar, Taysie Pennington, Mary Rich, Scott Rochette, Mark Scheda, Kristen Sharpe, and Jennifer Caccavale (Library Director)

Absent: Annie Crane (Brockport liaison)

Guests: Patty Hayles (Sweden liaison)

Public Comments

None.

Approval of Minutes

- M. Rich made a motion (with B. LoBracco seconding) to accept the minutes of the 18 November 2020 meeting (conducted via Zoom). The motion passed unanimously.

Correspondence

None.

President's Report

- The contact sheet was updated, but will likely be revised in January 2021 with new assignments.
- M. Brown made a motion (with S. Maar seconding) to approve the 2021 Library Holiday closing schedule. The motion passed unanimously.
- Libby Caruso will be the new Brockport trustee. She will replace Taysie Pennington, whose term expires at the end of 2020.
- Library legal counsel Dennis Annechino was consulted regarding the MOU. He suggests that language addressing the matter regarding a third-party CPA as a Treasurer assistant be added, as well as a cap regarding the fee paid to such a person. At the moment the Library is paying \$9,600 per year for the services of Yaeger, Triviso & Associates.
- K. Sharpe made a motion (with M. Scheda seconding) to forward the MOU to the library and municipal attorneys with the addition of language regarding the third-party CPA. The motion passed unanimously.

Director's Report

- Director J. Caccavale discussed the proposed COVID response plan. It is based on current NYS language and guidelines (yellow, orange, and red zones). Currently the Library is outside of the yellow zone. There is no proposed increase in operating hours at the moment (due to limited staffing), but Library hours could be increased in February. There will be a sign-in sheet for any visitors to the staff area of the Library. Any potential staff exposure to COVID-19 would be immediately reported to the Director, and would be expected to quarantine until (s)he received test results. Even in the event of the Library being declared to be in a red zone, the Library would remain 'open' (if not to the public), unless the municipalities and/or MCLS declare that the Library close. Any change in Library status will be communicated to the municipalities and the general public via numerous avenues (press releases, Library website, social media). There is also a question regarding whether or not the Library is considered an essential service.
- Director J. Caccavale has asked that committees develop regular meeting schedules. This will be addressed after the January 2021 meeting when committees are reestablished.
- An additional wireless access point will be investigated. It would be for the parking lot to provide Internet access for patrons outside of normal Library operating hours, a crucial service during the pandemic.

Old Business

Standing Committee Updates

Financial

- December bill signers: B. LoBracco and M. Rich
- January bill signers: B. LoBracco and M. Scheda
- We will need to schedule a special meeting regarding a revised budget, based on a 44-hour operating week. We currently face an \$80K+ deficit, but that does not include any kind of grants or donations that would reduce the deficit. It is hoped that the 44-hour week will begin in the first week of February 2021, contingent upon having a full staff in place. The meeting will happen at 6:00 pm Tuesday, 22 December 2020.
- The 2020 audit will need to be scheduled. Five companies have been contacted.

Approval of Bills and Treasurer's Report

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

Facilities and Operations

- Measurements of the pendant lighting intensity has been done. The benefactor has committed to fund the project. An electrician will be consulted to ensure that the system can handle the new lights. The benefactor would like to make said donation by 31 December 2020. The project should cost less than \$3,000.
- A short discussion regarding replacement of the telephone system took place. Estimates from three companies are being sought.
- A question was raised regarding our HVAC service provider. Wolf Mechanical is our current maintenance provider.

Marketing

The Committee met on 9 December 2020. A year-end report is being prepared, and will be ready in January 2021.

Nominating

No report.

Personnel

- The Library needs a new cleaner. There is a person who is interested and will meet with Director J. Caccavale. A second cleaner or service will be contacted. There was some discussion regarding the hiring a cleaner as a Library employee vs. hiring a service.
- The Library needs a new page.

Policies

- M. Rich made a motion (with P. Galinski seconding) to approve the Seymour Library Display Case policy. The motion passed unanimously.
- M. Sceda made a motion (with P. Galinski seconding) to approve the Seymour Library Meeting Room policy. The motion passed unanimously.
- M. Rich made a motion (with P. Galinski seconding) to approve the Seymour Library Local History Room policy. The motion passed unanimously.
- There are questions regarding the Seymour Library Record Retention, Recovery, and Destruction plan. M. Rich will investigate these matters.

Foundation

A Valentine-themed fundraiser is being planned for February.

Friends

- Snowflake campaign is underway, with people ‘donating’ the requested items.
- Small bonuses were presented to the staff.

Municipal Liaisons

- A training session for new Sweden trustees was held on 4 December 2020.
- P. Hayles will give a year-end report to Sweden, based on the Marketing Committee report.
- Municipalities will not accept a new or revised MOU.
- NYS determines whether or not the Library is considered essential (libraries are not).
- P. Hayles had a question regarding a Foundation transaction.
- Town of Sweden cleaner has a full-time job, and would be unavailable to work as a cleaner for the library.

Executive Session

None.

New Business

The Board thanks outgoing President T. Pennington for her outstanding service.

Adjournment

At 9:06 pm, M. Scheda made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 20 January 2021, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.