

Seymour Library Board of Trustees Special Meeting

Date: 22 December 2020

Call to Order

The (virtual) special meeting of the Seymour Library Board of Trustees Special Meeting was called to order at 6:01 pm on 22 December 2020 by Board Vice-President M. Brown.

Attendance

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

Absent: none

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

Memorandum of Understanding

- As of this writing, the MOU has been agreed to by the Board and the municipalities, and is now with the Library and municipality attorneys.
- M. Scheda made a motion (with K. Sharpe seconding) to authorize the Library Board President to sign the Memorandum of Understanding that has been agreed to by the three municipalities. The motion passed unanimously.

Proposed 2021 Library Budget

B. LoBracco presented highlights of the proposed 2021 Library Budget (based on a 44-hour operating week).

- Municipality contributions have been reduced by 10%.
- Due to the signed MOU, contractual maintenance will be reduced by approximately \$5,000, thereby reducing our deficit.
- The proposed budget includes the hiring of an Adult Services Librarian, a part-time Clerk, and a part-time Page.
- This proposed budget has a deficit of \$76,823. Any gifts and donations would reduce said deficit.
- Estimated unrestricted gifts and donations are not included in the revenue.

Proposed 2021 Library Budget (continued)

- Revenue changes (\$64,451 less than 2020):
 - Revenue from fines has been set to \$10,000 (\$17,000 in 2020, \$7,000 less).
 - Revenue from membership fees has been set to \$1,400 (\$1,900 in 2020, \$500 less).
 - Revenue from miscellaneous income (copies, faxes) has been set to \$3,000 (\$6,000 in 2020, \$3,000 less).
 - Library system grants have been set to \$4,000 (\$6,670 in 2020, \$2,670 less).
 - Municipal allocations have been set to \$461,529 (\$512,810 in 2020, \$51,281 lower).
- Expense changes (\$23,608 less than 2020):
 - Treasurer expenses have been set to \$9,600 (\$3,000 in 2020, \$6,600 more).
 - Payroll has been set to \$304,485 (\$324,041 in 2020, \$19,556 less).
 - Social Security/Medicare expenses have been set to \$23,293 (\$24,789 in 2020, \$1,496 less).
 - Contractual expenses have been set to \$131,034 (\$135,939 in 2020, \$4,905 less).
 - Legal fees have been set to \$2,500 (\$5,000 in 2020, \$2,500 less).
 - 990/AUD fees have been set to \$3,000 (\$4,750 in 2020, \$1,750 less).
- M. Rich made a motion (with M. Scheda) to accept the proposed 2021 Library Budget with the intention that the Library Board find ways to increase revenue and/or decrease expenses. The motion passed unanimously.

Adjournment

At 7:30 pm, S. Rochette made a motion (with B. LoBracco seconding) to adjourn. The motion passed unanimously.

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

Minutes respectfully submitted by S. M. Rochette.