

## **Seymour Library Board of Trustees**

Date: 18 august 2020

### **Call to Order**

The (virtual) special meeting of the Seymour Library Board of Trustees to review the 2021 budget was called to order at 7:05 pm on 18 August 2020 by Board President T. Pennington.

### **Attendance**

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

Absent: Scott Rochette

Guests: None. Liaisons Annie Crane (Brockport) and Patty Hayles (Sweden) were unable to attend.

### **Public Comments**

None.

T. Pennington explained that the meeting was only to discuss the budget so the regular board meeting scheduled for August 19 could focus on other issues.

In preparation for the meeting, M. Boedicker had sent out documents detailing four possible scenarios involving cutting hours, contractual expenses, and a director salary cut. Additionally, spreadsheets showed the effects of municipality cuts of 10%, 15%, and 20% for each of the four scenarios.

### **Discussion**

The four scenarios are:

1. Open 44 hours per week; no materials are cut, but there are 10% cuts in other contractual expenses, 10% cut in director salary
2. Open 40 hours per week; no materials are cut, but there are 10% cuts in other contractual expenses, 10% cut in director salary
3. Open 44 hours per week; materials and other contractual expenses are cut 10%, no cut in director salary
4. Open 40 hours per week; materials and other contractual expenses are cut 10%, no cut in director salary

Each scenario was combined with a 10%, 15%, or 20% cut in the allocations provided by the municipalities.

There was significant opposition to any scenario with the director salary cut. The 44 hour option received support, especially if Saturday hours were covered by part-time staff.

Regarding the treasurer, AUD, and 990; Brenda confirmed with Mike that the cost would be \$9600 for the treasurer (higher than the \$8400 we first estimated) but that the cost of the

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AUD/990 would be \$2500-\$3000 (less than the \$3500 we estimated and significantly less than the \$4750 we paid this year).

Fundraising: Everyone agreed that we should be doing more fundraising. Without book sales and having After Hours cancelled last year and this year has deprived the library of about \$30,000.

The following are suggestions to be considered before arriving at a final budget:

- 1) If we are cutting hours it was suggested that we have to rethink what we are actually doing when we are open.
- 2) Contractual Expenses: cut these as much as possible, mow the lawn every two weeks instead of every week, etc.
- 3) Staff: Freeze hiring of new staff to replace those who have left and examine the library's staffing needs if we reduce library hours.
- 4) No new materials: prioritize what materials we need and let the Friends and Foundation know. Cut hours of current full-timers to 37.5 hours.
- 5) MCLS Cost-sharing: Can this be reduced?

Brenda Rooks previously notified the board that at the end of the year we should have a cash balance of \$407,000. We want to minimize what we take from reserves but the money is available.

### **Executive Session**

None.

### **Adjournment**

Minutes respectfully submitted by B. LoBracco.