

Seymour Library Board of Trustees

Date: 17 February 2021

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:03 pm on 17 February 2021 by Board President B. LoBracco.

Attendance

Present: Marilyn Brown, Libby Caruso, Pat Galinski, Bernie LoBracco, Scott Maar, Scott Rochette, Mark Scheda, Kristen Sharpe, and Jennifer Caccavale (Library Director)

Absent: Annie Crane (Brockport liaison), Patty Hayles (Sweden liaison), and third Brockport Trustee

Guests: none

Public Comments

None.

Adoption of Agenda

S. Rochette made a motion (with P. Galinski seconding) to adopt the agenda of the 17 February 2021 meeting (conducted via Zoom). The motion passed unanimously.

Approval of Minutes

- K. Sharpe made a motion (with P. Galinski seconding) to accept the minutes of the 20 January 2021 meeting (conducted via Zoom). The motion passed unanimously.

Correspondence

None.

President's Report

- Board President B. LoBracco wondered about the need for the Library attorney's involvement in converting the recently signed MOU to a lease agreement. It is the Board's hope to minimize incurred legal expenses. We are awaiting a response.
- Board President B. LoBracco attended separate meetings with State Senator Robert Ortt and State Assemblyman Stephen Hawley regarding better state support for libraries.
- Board President B. LoBracco attended the meeting of the Foundation of the Seymour Library on 8 February 2021.

Director's Report

- Overall Cleaning Service is now cleaning the Library on a regular basis.
- NYLA Library Advocacy Day activities will be held virtually on 26 February 2021.
- The Adult Services Librarian position will not be filled for the foreseeable future, likely not until late this year or early 2022. The duties of said librarian will be covered by the Director and the Children and Young Adult Librarians. 30 of the weekly hours from the allocated budget line will be transferred to Substitute Librarian lines.

Old Business

Standing Committee Updates

Financial

- February bill signers: M. Brown and B. LoBracco
- March bill signers: B. LoBracco and S. Maar
- Will need to meet shortly, develop a standing meeting plan.
- Audit plans and preparations continue. Waiting for responses from companies.
- Cleaning services: \$12,623.25 contracted. The Foundation will be providing \$3,200 to fill the gap as a one-time expense for 2021.

Approval of Bills and Treasurer's Report

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

Facilities and Operations

The new LED lighting has arrived. Plans need to be made for installation.

Marketing

The 2020 Seymour Library Annual report was presented and discussed. Copies of the report have been sent to Board members, the municipalities, and the liaisons.

Nominating

No report.

Personnel

No report.

Policies

The Committee will meet soon to develop the Credit Card policy.

Foundation

- The Foundation reports the following fund balances:
 - Checking: \$4,478.54
 - Savings: \$40,180.40
 - CD: \$20,058.79
- 2021 Foundation revenue expectation: \$8,096.
- 2021 Foundation expenditure expectation: \$9,550.
- The Autumn 2021 fundraising event (TBD) is expected to raise \$6,000.
- The Foundation received a \$3,000 restricted donation for the purchase of LED lighting (which has been mostly spent).
- It has been suggested that the Library Director and Staff develop a long-term wish list to guide the Foundation for future planning purposes.

Friends

- The Friends met on 15 February 2021.
- The Friends report the following fund balances:
 - Chase checking/savings: \$22,551.10
 - Five Star CD: \$10,119.25
- The Friends received a \$350 donation from Upstate Bottle Return.
- The Snowflake campaign coming to an end.
- Dates for 2021 Book Sales: 11 May (pop-up), 19-25 October (indoor).

Municipal Liaisons

- Library Trustees representing the Town of Sweden met recently with Patty Hayles. She suggests the Finance Committee start earlier on developing the budget to be more in line with the budget development timelines of the municipalities.
- The Town of Sweden is interested in developing a long-term plan regarding the Library.

Executive Session

None.

New Business

None.

Adjournment

At 8:43 pm, S. Rochette made a motion (with P. Galinski seconding) to adjourn. The motion passed unanimously.

Next meeting: 17 March 2021, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.