

## **Seymour Library Board of Trustees**

Date: 20 January 2021

### **Call to Order**

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:24 pm on 20 January 2021 by Board President B. LoBracco.

### **Attendance**

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

Absent: Annie Crane (Brockport liaison), third Brockport trustee

Guests: Patty Hayles (Sweden liaison) and Brenda Rooks (accountant, Yaeger, Treviso & Associates)

### **Public Comments**

None.

### **Adoption of Agenda**

S. Rochette made a motion (with M. Scheda seconding) to adopt the agenda of the 20 January 2021 meeting (conducted via Zoom). The motion passed unanimously.

### **Approval of Minutes**

- K. Sharpe made a motion (with M. Browne seconding) to accept the minutes of the 18 August 2020 special meeting (conducted via Zoom). The motion passed unanimously.
- K. Sharpe made a motion (with P. Galinski seconding) to accept the minutes of the 24 November 2020 special meeting (conducted via Zoom). The motion passed unanimously.
- K. Sharpe made a motion (with M. Browne seconding) to accept the minutes of the 16 December 2020 meeting (conducted via Zoom). The motion passed unanimously.
- K. Sharpe made a motion (with S. Rochette seconding) to accept the minutes of the 22 December 2020 special meeting (conducted via Zoom). The motion passed unanimously.

## **Board/Personnel Changes (see packet)**

- Brockport Trustee Mary Rich has resigned. The Board thanks Mary for her services.
- Libby Caruso has replaced Taysie Pennington as a Brockport Trustee. Welcome, Libby!
- Director J. Caccavale forwarded two Substitute Librarians (Sally Snow and Nancy Logghe), and a Part-time Library Clerk (Saraya Garlipp, who has been serving as a Library Page).
- P. Galinski made a motion (with M. Browne seconding) to move Saraya Garlipp to Part-time Library Clerk. The motion passed unanimously.
- The selected candidate for Technology/Adult Services Librarian has declined the position. The remaining candidates have been assigned a task to be completed, and a hiring decision will be forthcoming.
- P. Galinski made a motion (with K. Sharpe seconding) to approve Sally Snow and Nancy Logghe as Substitute Librarians. The motion passed unanimously.
- Director J. Caccavale introduced three new Library Pages: Margaret Heintz, Calvin Cavagnaro, and Zachary Williams. They will be paid \$12.50 per hour.
- Mark Scheda made a motion (with K. Sharpe seconding) to approve Margaret Heintz, Calvin Cavagnaro, and Zachary Williams as Library Pages. The motion passed unanimously.

## **Correspondence**

None.

## **President's Report**

- The contact sheet has been updated with new trustees and new assignments.
- The MOU has been signed by President B. LoBracco, Brockport Mayor Margay Blackman, Clarkson Supervisor Christa Filipowicz, and Sweden Supervisor Kevin Johnson.

## **Director's Report**

- Director J. Caccavale has contacted Coverall Cleaning Service, which proposes to clean the Library five times a week. They will be contacted to revise the cleaning schedule to better fit our budget constraints.
- M. Scheda made a motion (with P. Galinski seconding) to give the Director approval to contract with Coverall Cleaning Service on the condition that they meet our budgetary constraints. The motion passed unanimously.
- It has been suggested that existing wireless access points be replaced, and one new access point installed (for a total of four). MCLS is currently subsidizing them at a cost of \$180 each, but installation is not included; applying for subsidized access points needs to be completed by 1 February 2021. It has been suggested that the Foundation could fund this.

## **Old Business**

### Standing Committee Updates

#### **Financial**

- January bill signers: B. LoBracco and M. Scheda
- February bill signers: B. LoBracco and S. Maar
- The Committee is contacting companies to prepare the 2020 audit.

#### **Approval of Bills and Treasurer's Report**

After review, and with a motion from S. Rochette, seconded by M. Browne, the Treasurer's Report and payment of bills were unanimously approved.

#### **Facilities and Operations**

- A \$3,000 check has been received from the donor to fund the LED lighting project. After meeting with an electrician, he verified that the electrical system can handle the replacement lights. The next step will be to order the bulbs and have them installed.
- Estimates from three companies are being sought to replace the telephone system.

#### **Marketing**

The Committee met on 14 January 2021. A year-end report is being prepared, and will be emailed quite likely before 26 January 2021.

## **Nominating**

No report.

## **Personnel**

No report.

## **Policies**

The Committee will meet soon to review the Internet Safety policy.

## **Foundation**

The Foundation will hold a meeting on 8 February 2021 at 4:30 pm at the Library.

## **Friends**

- The Friends met earlier this month.
- There will be a pop-up book sale in mid-May, and a traditional book sale in October. Appropriate conditions (quarantine) for donations will need to be established.
- Director J. Caccavale updated the Friends regarding future hours of operation and staffing levels.

## **Municipal Liaisons**

- Library and Municipality attorneys will begin drafting the operating lease and agreement as established by the MOU.
- The Facilities and Operations Committee will stage a walkthrough of the Library's physical facilities for Municipality representatives.

## **Executive Session**

None.

## **New Business**

A Valentine's Day fundraiser is currently being hosted by the Friends and Foundation groups. Color-coded surprise gift bags (red for mystery books, pink for romance novels) are available for \$5.00 each.

## **Adjournment**

At 9:12 pm, S. Rochette made a motion (with M. Scheda seconding) to adjourn. The motion passed unanimously.

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

Minutes respectfully submitted by S. M. Rochette.