

Seymour Library Board of Trustees

Date: 17 March 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 March 2021 by Board President B. LoBracco.

Attendance

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

Absent:

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

Public Comments

None.

Adoption of Agenda

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

Approval of Minutes

- L. Caruso made a motion (with S. Rochette seconding) to accept the minutes of the 17 February 2021 meeting (conducted via Zoom). The motion passed unanimously.

Correspondence

None.

President's Report

- Board President B. LoBracco updated the Trustee contact sheet, which will be distributed shortly.
- Board President B. LoBracco heard from Library Counsel Dennis Annechino regarding drafts of the Library Operating and Lease agreements. They will need to be reviewed, and any questions should go to M. Brown.
- Board President B. LoBracco attended a policy committee meeting and a marketing committee meeting on 8 and 11 March 2021, respectively.

Director's Report

- Natalie Burch, the Children's librarian, has resigned to take another position. Interviews for her replacement are currently being conducted; there are six candidates under consideration. The position is being advertised such that Librarian trainees, current Librarians 1, and those on the Civil Service list as Librarian 1 may be considered.
- Director J. Caccavale prepared the Library Annual Report and sent it out for review by the Board. It will need to be submitted by 1 April 2021.
- Director J. Caccavale reviewed the staff roster and responsibilities, and made some adjustments to staff responsibilities. She would like cross-training of duties (e.g., cataloging and processing) for some staff members. Goals were also set for individual staff members, progress for which will be reviewed after the summer.
- The Study Room project came in under budget. There are \$21,361 in leftover funds from the Construction grant, which can be spent in a restricted manner, with an amendment for an extension needing to be filed. This money must be spent by 30 June 2021. The money may be spent on technology-related items. Information will be provided to all Board members prior to the April Board meeting. Purchases will be approved during 21 April 2021 Board meeting.

Old Business

Standing Committee Updates

Friends

- The Friends met on 16 March 2021.
- Donations were made to Brockport High School's Project Graduation, the Kiwanis Club Book Mark contest, and the Library's Summer Reading Programs for children and teens.
- \$5 mystery boxes of books are available in several categories.
- Dates for 2021 Book Sales: 11 May (pop-up; rain date 13 May), 19-25 October (indoor).
- A Chairperson is needed for the Membership Drive.

Foundation

Next meeting on 12 April 2021.

Municipal Liaisons

- Brockport liaison A. Crane thanked the newest Brockport Trustees.
- Sweden liaison P. Hayles posed several questions and comments:
 - Have we hired an auditing firm? (Not yet, but soon.)
 - She really appreciates the monthly meeting summaries provided by the Marketing Committee.
 - Towns and villages will be receiving funds from the most recent federal stimulus package, with some money available to libraries. Has there been any discussion or news from MCLS regarding this? (Nothing yet).
 - Sweden in process of assessing the capital needs of buildings, including the Library. Is there a timeline for necessary projects? (Soon, pending Board approval.)

Facilities and Operations

The Committee met on 1 and 8 March 2021 to discuss three matters:

- a review of the Library strategic plan
- the creation of a common space for the community, and the assessment of related potential projects/additions relating to common space creation, with priority ranking and cost estimates
- establishment of longer-term capital expenses and determination of responsible parties

Financial

- March bill signers: B. LoBracco and S. Maar
- April bill signers: M. Brown and S. Maar
- Two firms have been contacted regarding the Library audit.

Approval of Bills and Treasurer's Report

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

Marketing

The Committee met on 11 March 2021 to discuss the following matters:

- the linking of programs to Strategic Plan goals for the annual report
- development of an online donation processing feature for the web site; this will require partnering with the Finance and Policy committees
- current and future methods for community outreach
- reaching out to schools post-COVID (library tours or school presentations)
- delayed progress on the Seymour the Book Dragon mascot costume (which will be ready in time for the Summer Reading Program)

Nominating

No report.

Personnel

No report.

Policies

- The Committee met on 8 March 2021.
- The Committee went through the Policy Manual Table of Contents to review the timeline for revisions.
- Policies regarding Record Retention, Recovery, and Destruction, and the Study Room presented to Board for review.
- P. Galinski made a motion (with (K. Sharpe seconding) to accept the Record Retention, Recovery, and Destruction Policy with the following amendment: the Director will be responsible for policy compliance. The motion passed unanimously.
- P. Galinski made a motion (with (K. Sharpe seconding) to accept the Study Room Policy with the following amendment: insert the phrase ‘non-alcoholic’ before the word ‘drinks.’ The motion passed unanimously.

Executive Session

None.

New Business

None.

Adjournment

At 8:25 pm, S. Rochette made a motion (with M. Scheda seconding) to adjourn. The motion passed unanimously.

Next meeting: 21 April 2021, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.